

**BUSINESS
EDUCATION
INDEX · 1953**

SPONSORED BY DELTA PI EPSILON

• •

GREGG PUBLISHING DIVISION
McGraw-Hill Book Company, Inc.

Additional copies of

THE INDEX

may be obtained from

CHARLES B. HICKS, *Executive Secretary*

DELTA PI EPSILON

COLLEGE OF COMMERCE

OHIO STATE UNIVERSITY

COLUMBUS, OHIO

BUSINESS EDUCATION INDEX

1953

Index of Business Education Articles
Compiled from a Selected List of Periodicals and
Yearbooks Published During the Year 1953

Edited by

M. HERBERT FREEMAN, PH.D.

LOUIS C. NANASSY, ED.D.

New Jersey State Teachers College

Paterson, New Jersey

Published by Delta Pi Epsilon Fraternity

National Honorary Graduate Fraternity in Business Education

through the Editorial Offices of the Gregg

Publishing Division of McGraw-Hill Book Co., Inc., New York

The *Business Education Index* has been published annually since 1940. Various classifications have been added from time to time. For several years, about eight pages have been devoted to research in business education completed during the past year; and more recently, articles have been classified by states whenever so indicated. Increases in publication costs have made it necessary to restrict the size of the Index to approximately its original form; consequently, the references to research and to the various states have been eliminated. The research references will be published in the *Business Education Quarterly* as usual, so that the listings are still generally available.

Subject Headings

Accounting
Administration and supervision
Advertising
Arithmetic, commercial
Associations
Audio-visual aids
Basic-business education
Bibliography
Bookkeeping
Business and business education
Business and education
Business correspondence
Business education
Business English
Business law
Business organization and management
Business schools
Character education
Clerical training
Colleges and universities
Commercial Education Association
Consumer education
Co-operative education
Curriculum
Delta Pi Epsilon
Dictation
Distributive education
Duplicating

Economics
Employment
Equipment and supplies
Evening schools
Extracurricular activities
Filing
Follow-up studies
Future Business Leaders of America
Geography, commercial
Germany
Guidance
Hawaii
High school
Human relations
International Society for Business Education
Junior college
Marketing
Merchandising
Mountain-Plains Business Education Association
National Association of Business Teacher Training Institutions
National business entrance tests
National Office Management Association
National Secretaries Association
New York

Occupational information
Occupational surveys
Occupational training
Office machines
Office management
Office training
Penmanship
Personality
Placement
Public relations
Salesmanship
Secretarial training
Secretaries
Shorthand
Southern Business Education Association
Spelling
Standards
Surveys
Sweden
Teachers
Teachers-training
Teaching
Teaching aids
Testing
Transcription
Typewriting
United Business Education Association
Visual aids
Work experience

A list of the general periodicals and the business education periodicals indexed more than once is given at the end of the book.

Key to Abbreviations

Ag	August	ed	edited, edition,	nat	national
Ap	April		education, editor	no	number
assn	association	F	February	O	October
bd	board	Ja	January	p	pages
bldg	building	Je	June	pt	part
bul	bulletin	Jl	July	pub	publishing, publisher
bur	bureau	Jr	Junior	pubs	publications
bus	business	jt	joint	rev	revised
co	company	misc	miscellaneous	S	September
comp	compiled, compiler	Mr	March	ser	series
D	December	My	May	supt	superintendent
dept	department	N	November	univ	university

BUSINESS EDUCATION INDEX

1953

Author and Subject Entries

A

ABERLE, John W.
A health unit in general business. *Bal Sheet* 35: 16-17 S

ABRAHAM, Rolie
Secretary to Helena Rubinstein. *Today's Sec* 56: 9-11, 46 N

You get the interview. *Today's Sec* 55: 456, 486 My

ACCOUNTING

The accountant and his conscience. H. T. Scoville. *Coll N & V* 7: 7-9 D

Accounting in the non-degree program. Norman Peterfreund. *J Bus Ed* 28: 186-88 F

An analysis of auditing questions on uniform certified public accountant examinations from 1946 to 1952. Don Shields. *Ball State Teachers College, M.A. thesis '52*

Audit working papers. William B. Jencks and Walter C. Burnham. Prentice-Hall. 310 p \$7.90

The case against lifo as an inventory-pricing formula. Maurice Moonitz. *J Accy* 95: 682-90 Je

The case for lifo: it realistically states income and is applicable to any industry. H. T. McAnly. *J Accy* 95: 691-700 Je

C. P. A. problems, fourth ed. Jacob B. Taylor and Hermann C. Miller. McGraw-Hill. 640 p \$7

Cost accounting. Hadley Editorial Staff. McGraw-Hill. 245 p \$3.50

A dilemma in accounting education. John N. Myer. *J Bus Ed* 28: 161 Ja

Does the shoe fit? Lewis S. Bennett. *J Bus Ed* 28: 291-92 Ap

Expense. John N. Myer. *J Bus Ed* 29: 127 D

How much mathematics in accounting instruction? Anton Habelt. *N Bus Ed Q* 22: 56-60 O

How to install and operate a cycle billing system in a retail business. *J Accy* 95: 38-43 Ja

Internal auditing for management. Frank Lamperti and John B. Thurston. Prentice-Hall. 500 p \$7.95

It's your job—you're responsible. George P. Frakes and Wayne E. Johnson. *UBEA Forum* 7: 31-32, 39 Ap

A matter of indoctrination. S. W. Chisholm. *N Mex Bus Ed* 14: 6-7 Ap; 6, 21 My

A play-by-play description of how a cpa exam is created, administered, and graded. Herman W. Bevis. *J Accy* 96: 298-308 S

Predicting success in elementary accounting. O. R. Hendrix. *J Ap Psychol* 37: 75-77 Ap

Prepaid expenses. John N. Myer. *J Bus Ed* 28: 295 Ap

Projected still pictures in the teaching of accounting. Andrew D. Braden. *Coll N & V* 6: 21-25 Mr

ACCOUNTING (continued)

The realism of accounting. John N. Myer. *J Bus Ed* 28: 345 My

Reasons why the accounting profession should encourage a broader utilization of lifo. John V. van Pelt, III. *J Accy* 96: 452-59 O

The resurgence of the balance-sheet as a useful element in financial analysis. William W. Wernitz. *J Accy* 96: 555-69 N

Short courses. John N. Myer. *J Bus Ed* 29: 81 N

Some problems regarding consolidated and parent company statements. *J Accy* 96: 570-76 N

A study of causes of drop-outs from accounting courses at the university of Miami. Howard A. Zacur. *J Bus Ed* 28: 206 F

A survey accounting course for technicians. A. J. Kalbaugh. *UBEA Forum* 7: 33-34 My

A survey of accounting majors at North Texas state college from 1944 to 1950 to evaluate their academic training for the vocational positions held. John A. Cunningham. *North Texas State College, M.B.A. thesis '52*

A survey of presently available electronic computers. Grandjean G. Jewett. *J Accy* 96: 182-89 Ag

Teaching interpretation. John N. Myer. *J Bus Ed* 28: 205 F

Textbooks. John N. Myer. *J Bus Ed* 28: 245 Mr

Uniform certified public accountant examination, May, 1953. *J Accy* 95: 747-64 Je

The use of electronic computers in accounting. Donald Kindler. *Washington University, M.B.A. thesis '52*

ADAMS, Ethan A.

Make the local businessman a member of your faculty. *Bal Sheet* 34: 393-94 My

ADAMS, L. J.

See McNelly, A. E.

ADAMS, Willard G.

Suggestions for improving present master's degree programs in business education. *J Bus Ed* 28: 249 Mr

ADDISON, Betty G.

See Wingate, Isabel B.

ADMINISTRATION and supervision

Administrative and supervisory functions of business teachers. Paul S. Lomax. *N Bus Ed Q* 21: 5-7 My

The business educator and administrative relationships: difficulties and problems. George W. Anderson. *N Bus Ed Q* 21: 27-30 D '52

The business educator and administrative relationships: enjoyments and satisfactions. Bruce F. Jeffrey. *N Bus Ed D* 21: 25-26 D '52

ADMINISTRATION and supervision (continued)

- City supervisors of business education. N Bus Ed Q 21: 57-62 My
- The consultant service report as a function of administration. John A. Beaumont, Robert F. Kozelka, and W. J. Mullaney. N Bus Ed Q 21: 15-21 My
- Cooperative attack on administrative problems. Elvin S. Eyster. UBEA Forum 7: 4, 6 F
- Dear Mr. Administrator. Hamden L. Forkner. Dict Ed F 6-9 F-Mr
- Developing sound administrative practices. Kenneth J. Hansen. N Bus Ed Q 21: 3 My
- Directory—1953, state supervisors of business education. N Bus Ed Q 21: 53-56 My
- An evaluation and recommendations for the administration of the evening extension division of institute of applied arts and sciences at New York city. Murray Block. Columbia University, Ed.D. thesis
- Federal government participation in business education. J Bus Ed 28: 246 Mr
- Federal services for business education. Elvin S. Eyster. J Bus Ed 28: 227, 244 Mr
- Getting materials ready for the new school term. I. David Satlow. Bus Ed World 33: 217-18 Ja
- Getting ready for September. I. David Satlow. Bus Ed World 34: 21-22 S
- Have you prepared that speech? I. David Satlow. N Bus Ed Q 22: 13-17 O
- How Emporia remodeled its faculty offices. E. C. McGill. Bus Ed World 34: 10-11 N
- Implications to the administrator. Harl R. Douglass. N Bus Ed Q 21: 40-45 D '52
- Implications to the state supervisor. Gladys Peck. N Bus Ed Q 21: 51-56 D '52
- Layouts and facilities for business education. California Bureau of Business Education. Monograph 81, South-Western Publishing Company. Ap, 52 p
- Leadership qualifications. Frederick G. Nichols. J Bus Ed 28: 140 Ja
- Learning through group participation. Marguerite W. Packer. Amer Bus Ed Y 36-47
- Meeting administrative and curriculum problems in typewriting. LeRoy A. Brendel. N Bus Ed Q 22: 5-12 O
- Mr. chairman: conferences can be successful. Virginia D. Droms. Bal Sheet 35: 181 D
- Modern planning for business training: high school on a hillside. Louise Boggess. Bus Ed World 34: 9-11 O
- Modern planning for business training—in Georgia. Bus Ed World 33: 220-23 Ja
- Modern planning for business training in Richmond, California. Louise Boggess. Bus Ed World 33: 269-72 F
- Modern planning for business training in South San Francisco, California. Louise Boggess. Bus Ed World 34: 13-15 S
- Modern planning for business training in Welton, Arizona. Ira A. Murphy and Beatrice Kell Tracy. Bus Ed World 33: 445-47 My
- Modern planning for business training: the cupboards at Emporia state. Rida Duckwall. Bus Ed World 34: 14-15 D
- Modern planning for business training: the

ADMINISTRATION and supervision (continued)

- Hamilton, Ohio, d.e. room. Betty Martin Kubik. Bus Ed World 34: 18-19 N
- Responsibilities of a local supervisor for a cooperative work program in distributive education. Margaret Elam. N Bus Ed Q 21: 26-30 My
- Sending notices to teachers. I. David Satlow. Bus Tchr 31: 21 N
- Some activities of a supervisor of business education. Leslie J. Whale. N Bus Ed Q 21: 22-25, 38 My
- Some major aspects of state supervision of business education. Arthur L. Walker. N Bus Ed Q 21: 8-14 My
- State supervision of business education, with implications for the state of Oklahoma. Linnie Ruth Hall. J Bus Ed 28: 162 Ja
- A study of the need for a state supervisor in business education. Elizabeth L. McGregor. Boston University, Ed.M. thesis '52
- A study of the need for supervision of business education in Florida. Binford Peeples. Florida State University, M.S. thesis '52
- Teacher selection and motivation. Clarence B. Carey. Amer Bus Ed 9: 171-72 Mr
- Three cheers for McCargo! Herbert A. Tonne. J Bus Ed 28: 286-87 Ap
- The use of assembly programs to recruit more business majors. Helen Hinkson Green. Bus Ed World 33: 389-90, 409 Ap
- Who speaks for business education? Arthur L. Walker. Bal Sheet 35: 3 S
- Your yearly report. Cloyd P. Armbrister. Bus Tchr 30: 189 Ap
- ADVERTISING**
- Advertising principles and problems. James D. Scott. Prentice-Hall. 803 p \$8.65
- AGNEW, Peter L. and Raymond C. Goodfellow Full-keyboard adding listing machine, second ed. South-Western. 72 p \$8.00
- AGOSTINE, Rosella M.
- For better reading of shorthand notes. Bus Ed World 33: 520 Je
- AHLERING, Inez
- Business executives meet prospective employees. UBEA Forum 7: 31 Ja
- ALBANITO, Donald M.
- Why not teach individualized typewriting in high school? Bal Sheet 34: 345-46, 354 Ap
- ALDRICH, Beverly Lowe
- What to read in business education. Bal State C J 24: 17-18 F
- ALLEN, Mabel Z.
- The motion picture in business education. UBEA Forum 7: 16-18, 23 Ja
- ALLEN, William
- See Gibson, E. Dana
- ALTMAN, Samuel P. G.
- Comparison of transliteration of Pitman shorthand notes by three equated groups. New York University, Ed.D. thesis
- Motivation. Sec Studies in Action 3, 7 Mr
- ANDERSON, George W.
- The business educator and administrative relationships: difficulties and problems. N Bus Ed Q 21: 27-30 D '52
- ANDERSON, Ruth I.
- Professionalism vs. superior teaching. J Bus Ed 29: 11-12 O

ANDERSON (continued)

Standards and grading in transcription. UBEA Forum 8: 20-22 O

ANDERSON, Sara Elizabeth

Bookkeeping practices of small independent grocery stores of Greensboro, North Carolina. N Bus Ed Q 21: 5-7 Mr

ANDREWS, K. R.

Case method of teaching human relations and administration. Harvard University Press. \$4.50

ANDREWS, Margaret E.

What about junior high school typewriting? UBEA Forum 8: 30, 41 O

ANDRUSS, Harvey A.

Bookkeeping and accounting—present-day trends in teaching. Amer Bus Ed 10: 111-15 D

ANGERER, M. J.

Filing in an architect's office. Today's Sec 56: 14-15 O

Secretary to Lilly Dache. Today's Sec 55: 389-92 Ap

ANTELMAN, Julius

Dramatization as a technique in teaching bookkeeping. UBEA Forum 8: 25-26 N

ARCHER, Fred C.

A scientific approach to the development of office standards. UBEA Forum 7: 11-12 My

ARITHMETIC, commercial

An analysis of five business arithmetic texts. Robbie V. Young. University of Tennessee, M.S. thesis '52

Applied arithmetic essentials, third ed. McHenry Mitchell and Charles G. Reigner. Rowe. 144 p \$84

Applied business arithmetic, sixth ed. Preston E. Curry and Edwin B. Piper. South-Western. 568 p \$2.60

Applied business arithmetic, sixth ed., abridged volume. Preston E. Curry and Edwin B. Piper. South-Western. 392 p \$2.16

Arithmetic competency in bookkeeping. I. David Satlow. UBEA Forum 8: 11-13, 22 D

Arithmetic in the high school: with special emphasis on the status of business arithmetic in the public high schools of Iowa. David E. Clayton. State University of Iowa, M.A. thesis '52

Business arithmetic, third ed. A. E. McNelly and L. J. Adams. Prentice-Hall. 344 p \$3.90

Business math for life needs. Samuel N. Zornow. Amer Bus Ed 10: 76-81 D

Business mathematics library. R. Robert Rosenberg. Amer Bus Ed 9: 230-41 My

Business mathematics, principles and practice, complete fourth ed. R. Robert Rosenberg. Gregg. 557 p \$2.80

A classroom study of arithmetic ability. Herbert A. Tonne. J Bus Ed 28: 149-51 Ja

Clerical arithmetic in elementary bookkeeping. Kenneth Zimmer. UBEA Forum 8: 16-18 D

Does two plus two equal four? Marvin Smith. Bal Sheet 34: 244-47 F

Enriching arithmetic with films and filmstrips.

ARITHMETIC, commercial (continued)

Harriet R. Wheeler. Bus Ed World 33: 335-36, 347 Mr

Essential business mathematics, second ed. Llewellyn R. Snyder. McGraw-Hill. 421 p \$4.50

Everyday general mathematics, book one. William Betz, A. Brown Miller, F. Brooks Miller, Elizabeth B. Mitchell, and H. Carlisle Taylor. Ginn. 436 p \$2.64

Exercises in business and consumer arithmetic. Frank J. McMackin, John A. Marsh, and Charles E. Baten. Ginn. 112 p \$.88

An experimental study of the value of mental arithmetic in grades 7 and 8. Edward O. Kay. University of Michigan, M.A. thesis '52

How much arithmetic in clerical practice? Harry Huffman. Bus Ed World 34: 16-17 N

How much mathematics in accounting instruction? Anton Habelt. N Bus Ed Q 22: 56-60 O

How to improve the skills of bookkeeping students who are deficient in arithmetic competency. F. Wayne House. UBEA Forum 8: 14-16 D

Improving the arithmetic fundamentals of young adults. Francis G. Lankford, Jr. UBEA Forum 8: 19-21 D

Machine arithmetic course. William Bubbers. UBEA Forum 8: 28 D

Mathematics for one and two year terminal business programs. W. O. Buschman. Jun Col J 23: 401-403 Mr

Mathematics of finance. L. L. Smail. McGraw-Hill. 282 p \$4.50

Should business arithmetic instruction be reorganized? Harry Huffman. J Bus Ed 28: 325-27, 344 My

60-Day-6% or 360-day-6%? Earl A. Gehrig. Bus Ed World 34: 18, 28 S

Some practical suggestions for teaching business arithmetic. William Selden. UBEA Forum 8: 27-28 D

A survey of the status of business arithmetic in eastern Pennsylvania high schools. Clayton Howard Hinkel. Pennsylvania State College, Ed.D. thesis '52

We can solve the arithmetic problem in bookkeeping. F. Wayne House. Bus Ed World 33: 387-88 Ap

What is the relation between business arithmetic instruction and bookkeeping instruction? M. Herbert Freeman. UBEA Forum 8: 9-11 D

What should be taught in business arithmetic. Julius Nelson. J Bus Ed 29: 50 O

ARMBRISTER, Cloyd P.

Your yearly report. Bus Tchr 30: 189 Ap

ARNDT, Karl

The United States in the world of commerce. N Bus Ed Q 21: 18-21 O '52

ARNOLD, John

The importance of journalizing. VBE Bul 7: 4-5 Mr

ARRIS, W. J.

Office machines and education for commerce. Inter R for Bus Ed 42: 70-76 N

ASPINALL, Agnes

A survey of the status of business education

ASPINALL (continued)

in the high schools of Florida for the school year of 1951-52. Florida State University, M.S. thesis '52

ASSOCIATIONS

Affiliated, cooperating, and UBEA regional associations. *See* issues UBEA Forum

The associations united for better business education. *See* issues UBEA Forum

Centennial action program of the state and local affiliated associations. Lloyd V. Douglas. UBEA Forum 7: 5-6 Ap

Constitution and by-laws, united business education association. UBEA Forum 8: 41-42 D

How the business education teacher can be professionally minded. Beatrice Betros. Florida State University, M.S. thesis

Know your national council for business education. Hollis Guy. UBEA Forum 7: 41 Ap

Membership is an important part of the centennial action program. Theodore Woodward. UBEA Forum 7: 5-6 My

The mountain-plains news exchange. *See* issues UBEA Forum

My trip abroad. Raymond C. Goodfellow. Bus Ed Observer 25: 8-9 N

National association of business teacher-training institutions—roster of institutional members, 1952-53. N Bus Ed Q 21: 61-65 D '52

National professional unity in business education is an imperative need. Paul S. Lomax. Bal Sheet 34: 387 My

The 1954 FBFA convention. UBEA Forum 8: 49-50 D

Professional development. H. T. Barnes. Bal Sheet 35: 51 O

Progression or retrogression. Gilbert Kahn. Bus Ed Observer 24: 2-4 My

UBEA divisions provide a continuing program of action for the profession. Hollis Guy. N Bus Ed Q 22: 2-4 O

ATHERTON, L. E.

Mercantile education in the ante-bellum South. Mississippi Valley Historical Review 39: 623-40 Mr

ATWOOD, Wallace W. and Ruth E. Pitt

Our economic world. Ginn. 529 p \$3.76

AUDESIRK, Emma M.

Complete roster of business teachers, state of New Jersey. Bus Ed Observer 24: 39-51 My

AUDIO-VISUAL aids

Are your shorthand students getting the full help of audio-visual aids? Sister M. Speciosa. Bus Ed World 33: 287-88, 297 F

Audio-visual aids: do you have as many as other teachers do? Bus Ed World 34: 21-22 D

Audio-visual aids: how to become a projection expert. E. Dana Gibson. Bus Ed World 34: 23-24 D

Audio-visual aids: how to build your audio-visual materials file. Phyllis Caulfield. Bus Ed World 34: 25-26 D

Audio-visual aids: using a tape recorder to enrich instruction. Harry Q. Packer. Bus Ed World 34: 27-28 D

AUDIO-VISUAL aids (continued)

Audio-visual teaching aids. Anthony Lanza. *See* issues J Bus Ed

Bibliography of film and filmstrip sources for business education. Dwight R. Crum. UBEA Forum 7: 19-23 Ja

Classification and evaluation of sound motion picture films for use in teaching general business in high school. Stephen M. Johnson. University of Tennessee, M.S. thesis '52

Classification of films by units for distributive education in high school. Robert K. Parham. University of Tennessee, M.S. thesis '52

Classroom projection techniques. Francis J. Trunt. Amer Bus Ed Y 190-207

Enriching arithmetic with films and filmstrips. Harriet R. Wheeler. Bus Ed World 33: 335-36, 347 Mr

A film program for general business classes. Robert Brendel. J Bus Ed 29: 84-85 N

Films and filmstrips. Irving J. Gold. *See* Studies in Action 2 Mr

Gregg shorthand "goes audio." Bus Ed World 33: 219 Ja

Ideal audio-visual equipment for typewriting. E. Dana Gibson. UBEA Forum 8: 15-18 N

The motion picture in business education. Mabel Z. Allen. UBEA Forum 7: 16-18, 23 Ja

The overhead projector in business education. Fred E. Winger. UBEA Forum 7: 9-11 Ja

An overview of visual aid projections. W. Harmon Wilson. UBEA Forum 7: 7-9, 23 Ja

Projecting visual aids. Lewis R. Toll. UBEA Forum 7: 5 Ja

Projection and reception techniques—television and radio. E. Dana Gibson and William Allen. Amer Bus Ed Y 163-89

Shorthand homework assignments made more effective through the use of a voice recording machine. Fred S. Cook. Bal Sheet 34: 340-42 Ap

A survey of the use of audio-visual aids in typewriting in the state of North Dakota. Adolph E. Beich. University of North Dakota, M.S. in Ed. thesis '52

Visual aids worth seeing. *See* issues Coll N & V

AUSTIN, Gladys T.

A follow-up study of commercial graduates of Washington technical high school, St. Louis, Missouri, including postgraduate students, 1946-51. State University of Iowa, M.A. thesis '52

AYARS, Albert L.

Economic education and your school. Bus Tchr 31: 7-8 N

B**BACHMAN, Julia Harding**

I am a future business teacher. *See* Studies in Action 2, 8 Mr

BAHR, Gladys

Consumer education. Bus Ed World 33: 243 Ja

How shall we evaluate the basic business pupil? UBEA Forum 7: 28, 31 Ja

BAHR, Gladys (continued)

Individual instruction in basic business education. *Amer Bus Ed* Y 315-19

Planning for better living. *UBEA Forum* 7: 7 Mr

BAKER, William H.

A survey of the graduates of Knoxville high school (Tennessee), 1947, 1948, and 1949 with special emphasis on guidance and curriculum. University of Tennessee, M.S. thesis '52

BALDWIN, Woodrow W.

A history of shorthand instruction in schools of the United States. *J Bus Ed* 28: 206 F

BALSLEY, Irol Whitmore

A comprehensive analysis of current transcription practices in business firms. *J Bus Ed* 28: 298 Ap

Guide marks on letterhead stationery. *Bal Sheet* 35: 105-109 N

BALTHASER, Robert

An experiment in teaching typewriting by the touch method to fourth and fifth grade students. Ohio State University, M.A. thesis '52

BAMFORD, Horace W.

An analysis of the literature on motivation in typewriting. Boston University, Ed.M. thesis '52

BANGS, F. Kendrick

A study of the duties, knowledges, and skills required of medical record librarians. *J Bus Ed* 29: 82 N

See also Borland, Helen B.

BARA, Walter A.

Silabario secretarial. Gregg. 115 p \$1.25

BARLOW, Melvin L.

Basic principles of evaluation. *UBEA Forum* 7: 9-12 Ap

BARNES, H. T.

Professional development. *Bal Sheet* 35: 51 O; *Amer Bus Ed* 10: 68 D

BARON, Harold

Does your course have class appeal? *Bal Sheet* 35: 99 N

BARR, Helen

The pupil committee technique teaches about agencies which help the consumer. *UBEA Forum* 7: 36 F

BARRICKMAN, Ray E.

Book review. *Bus Sch Exec* 9: 94-95 S

BARRORD, Sara L.

How I teach the ribbon change. *Bus Ed World* 34: 25, 31 N

BARTELL, Ernest C.

On the job learning in business. *Amer Bus Ed* Y 311-12

BASIC-BUSINESS EDUCATION

All about cables. Isabel B. Rae. *Today's Sec* 56: 14 D

Bank charges on checks and deposits in the state of Missouri. Benjamin Bissell Rockwell. Northeast Missouri State Teachers College, A.M. thesis '52

Basic business—a functional course. Ellsworth M. Outwin. *UBEA Forum* 7: 15-18 Mr

Basic business will benefit all students. Barbara H. Downhour. *Ohio Schools* 31: 430 D

Business education for life adjustment. Paul M. Boynton. *Amer Bus Ed* 10: 17-19 O

BASIC-BUSINESS EDUCATION (continued)

Classification and analysis of free and inexpensive printed materials for use in teaching general business in high school. Max E. Garrett. University of Tennessee, M.S. thesis '52

Classification and evaluation of sound motion picture films for use in teaching general business in high school. Stephen M. Johnson. University of Tennessee, M.S. thesis '52

A comparison of studies of status and trends in general business in the high schools of Arkansas, Kansas, Missouri, and Oklahoma. Victor Lee Van Hook. Oklahoma A. and M. College, M.S. thesis '52

Deficiencies in business understandings. E. Irving Wilde. *J Bus Ed* 28: 191-93 F

Economic education and your school. Albert L. Ayars. *Bus Tchr* 31: 7-8 N

Education for business-economic concepts in elementary schools. Louis C. Nanassy. *J Bus Ed* 28: 298 Ap

Elements of general business, rev. ed. William M. Polishook, Clyde Beighey, and Howard E. Wheland. Ginn. 472 p \$3

The emphasis of Christian ethics in the teaching of general business, consumer education and business law. Brother Jarbath. *Cath Bus Ed* R 4: 56-59 F

Evaluation in the social business subjects. Herbert A. Tonne. *UBEA Forum* 7: 9-10 Mr

An evaluation of free nonprojected visual aids for use in teaching general business. Arthur G. Skandalis. Boston University, Ed.M. thesis '52

Evaluation of general business in the Scranton public high schools. Kathleen C. Shea. Pennsylvania State College, M.Ed. thesis

An evaluation of the general business courses in the terminal program of the junior college. Hal Frank Holt. University of Pittsburgh, Ed.D. thesis '52

Family financial security. A. L. DeMond. *J Bus Ed* 29: 23-25, 32 O

A film program for general business classes. Robert Brendel. *J Bus Ed* 29: 84-85 N

Free workbooks for the life insurance unit in basic business courses. *Bus Ed World* 34: 15, 29 N

General business is "life adjustment." John R. Haubert. *Bus Tchr* 31: 14, 19 D-Ja

General business training library. M. Herbert Freeman. *Amer Bus Ed* 9: 200-13 My

Group dynamics in basic business classes. Elizabeth Seuffer. *UBEA Forum* 7: 38, 44 My

A health unit in general business. John W. Aberle. *Bal Sheet* 35: 16-17 S

Helping pupils work together. Barry T. Jensen. *Bus Ed World* 33: 230-31 Ja

How shall we evaluate the basic business pupil? Gladys Bahr. *UBEA Forum* 7: 28, 31 Ja

How to present a unit on automobile insurance. William Selden. *Bus Ed World* 34: 14-16 O

How to teach the financial page. Gerald W. Maxwell. *Bus Ed World* 34: 16-17, 31 D

Individual instruction in basic business edu-

BASIC-BUSINESS EDUCATION (continued)

- cation. Gladys Bahr. Amer Bus Ed Y 315-19
- Introduction to business. John G. Kirk, Harold B. Buckley, and Mary E. Waesche. Winston. 492 p \$3.40
- Introduction to business for colleges. Cecil Puckett and Clyde Beighey. Gregg. 694 p \$5.50
- Junior business is on the air! Mary Misak. Bal Sheet 34: 395-96, 399 My
- Just another school year? Frederick G. Nichols. J Bus Ed 29: 9, 33 O
- A laboratory practice in junior business training. Roserita Ziegler and Walter R. McConnell. Beacons on Bus Ed 7-8, 12 Ja
- Open letter from any alumnus. R. Lowell DaVee. Bus Tchr 30: 191-92 Ap
- Problems of teachers of advanced basic business subjects. Amer Bus Ed 10: 90-92 D
- Problems of teachers of general business training. Amer Bus Ed 10: 93-94 D
- A project in basic business education. Mae Stephens. Bal Sheet 34: 257-59 F
- Pupil interests in personal-economic problems. Harold Leith. UBEA Forum 7: 19-23 Mr
- Recent trends in general business education. Alice Ehrenfeld. Pennsylvania State College, M.Ed. thesis '52
- The role of life insurance as part of the economic pattern in the United States. Holgar J. Johnson. N Bus Ed Q 21: 60-63, 66 O '52
- The small-loan business—saint or sinner? Karl G. Pearson. Bus Ed World 34: 13-14 N; 9-10 D
- Some recent trends in general business that will aid in building a better program and make for better teaching within the program. Frank Ghessie, Jr. Pennsylvania State College, M.Ed. thesis '52
- A study of basic business education in the Neenah junior and senior high schools. Kenneth Peterson. University of Wisconsin, M.S. thesis '52
- A study of basic business education in the secondary schools of Kansas, 1952. Raymond B. Russell. University of Pittsburgh, Ph.D. thesis '52
- A study of the existing needs and practices relative to the 'introduction to business' course as currently offered in colleges and universities of the United States. Phillip Lowell Chapman. Pennsylvania State College, Ed.D. thesis
- A study of the status of the course, general business, in a selected group of cities in Arkansas, Kansas, Missouri, and Oklahoma. Maxine Bass. Kansas (Pittsburg) State Teachers College, M.S. thesis '52
- A study of the terms that people need to understand in order to comprehend and interpret the business and economic news appearing through the mass media of communication. Dean R. Malsbary. J Bus Ed 28: 346 My
- Teach them how to read want ads. Jordan Hale. Bus Ed World 33: 504-505 Je
- Teaching for concepts, abilities, and understandings in basic business. Geraldine B. Ebert. UBEA Forum 7: 36 Ap

BASIC-BUSINESS EDUCATION (continued)

- Twelve ways to save on your income tax. Lucille Sampson. N Mex Bus Ed 14: 6 F
- "We did something about correct telephone technique." John C. Frakes. Bus Ed World 34: 22-23 O
- Your tax i. q. Bus Ed World 33: 281 F
- BASS, Maxine
- A study of the status of the course, general business, in a selected group of cities in Arkansas, Kansas, Missouri, and Oklahoma. Kansas (Pittsburg) State Teachers College, M.S. thesis '52
- BAST, Milton L.
- A comparative study of the preparation of business teachers with specific implications for the state of Oklahoma. J Bus Ed 29: 82-83 N
- Curriculums for the preparation of business teachers. N Bus Ed Q 21: 21-26 Mr
- BATCHELOR, Ruth Gordon
- Is the letter-placement table really necessary? Bus Ed World 33: 502-503 Je
- BATEMAN, Mary
- Initial programs for business education in the Negro high schools of Tennessee. Tennessee A. and I. College, M.S. thesis '52
- BATEN, Charles E.
- See McMackin, Frank J.
- BATES, Gertrude and Harold Ferguson
- An integrated unit in office practice. Bus Ed World 33: 323-24 Mr
- BAUER, Richard L.
- State recommendations for the course content of bookkeeping. Ball State Teachers College, '52
- BAUERNEFEIND, Harry B. and Bonnie A. Lockwood
- Participating in committee activities. Amer Bus Ed Y 48-57
- BAUGHAM, Lloyd E.
- Planning your office-machines course. Bus Ed World 33: 239-41 Ja
- BAUGHER, James M.
- The use of a tape recorder in beginning typewriting. Typ News 23: 2, 6
- BAXANDALL, Ray
- How to stimulate enrollments in 1953. Bus Sch Exec 9: 60-65, 67 Je
- BEARD, Roselyn C.
- A study of stenographic standards. Pennsylvania State College, M.Ed. thesis
- BEAUMONT, John A.
- Cooperative education. Amer Bus Ed Y 379-404
- Techniques of coordinators. Amer Bus Ed 10: 7-16, 19 O
- Robert F. Kozelka, and W. J. Mullaney
- The consultant service report as a function of administration. N Bus Ed Q 21: 15-21 My
- BEDFORD, Jack
- You answer the want ad. Today's Sec 55: 455, 483 My
- BEEDE, Donald C. and M. Gerard Gendron
- Store for a day. Bus Ed World 33: 328-29 Mr
- BEICH, Adolph E.
- A survey of the use of audio-visual aids in typewriting in the state of North Dakota. University of North Dakota, M.S. in Ed. thesis '52

- BEIGHEY, Clyde**
See Polishook, William M.
See Puckett, Cecil
- BELL, Joe E.**
A survey of job opportunities and office machines in the offices of the industrial firms in Marion, Indiana. Ball State Teachers College, M.A. thesis '52
- BELL, Mary**
Educational role playing. UBEA Forum 7: 33-34 Mr
- BELL, Mary L.**
The business educator and his personal development: enjoyments and satisfactions. N Bus Ed Q 21: 31-34 D '52
- BELL, Robert E.**
My favorite devices for teaching transcription. Bus Ed World 34: 35-36 O
- BELL, Robert P.**
Facts about our beginning teachers. Ball State C J 24: 5-6 My
- BELLO, Tunis J.**
Meet the New Jersey representatives of business education textbook publishers. Bus Ed Observer 24: 22-23 My
- BENNETT, Lewis S.**
Does the shoe fit? J Bus Ed 28: 291-92 Ap
Teaching special journals and ledgers. Bal Sheet 35: 100-101, 109 N
- BENNETT, W. Miller**
What is the office manager's job? Office Exec 28: 12-14 Je
- BENNIE, William A.**
Psychological factors in teaching shorthand. Bal Sheet 34: 204-205, 209 Ja
- BERG, Lorna R.**
Problems of beginning typewriting students. CEA 129-46
- BERNARD, Louise**
See Kneeland, Natalie
- BERNS, Sylvia A.**
Does music training aid typing? Bus Ed World 33: 293 F
The high school equivalency diploma. Bus Ed World 33: 379 Ap
Orchids go to America's secretaries. Bal Sheet 35: 110-11 N
Stenography serves not only stenographers. Bus Sch Exec 9: 25-26 Mr
- BETROS, Beatrice**
How the business education teacher can be professionally minded. Florida State University, M.S. thesis
- BETZ, William, A. Brown, Miller, F. Brooks Miller, Elizabeth B. Mitchell, and H. Carlisle Taylor**
Everyday general mathematics, book one. Ginn. 436 p. \$2.64
- BEVIS, Herman W.**
A play-by-play description of how a cpa exam is created, administered, and graded. J Accy 96: 298-308 S
- BIBLIOGRAPHY**
Bibliography of film and filmstrip for business education. Dwight R. Crum. UBEA Forum 7: 19-23 Ja
Book and visual reviews. See issues Cath Bus Ed R
Book review. Ray E. Barrickman. Bus Sch Exec 9: 94-95 S

BIBLIOGRAPHY (continued)

- Business education index—1952. M. Herbert Freeman and Louis C. Nanassy. Delta Pi Epsilon. Gregg. 78 p
A catalog of American calculating and book-keeping machines. Cleme Snyder. Northeast Missouri State Teachers College, A.M. thesis '52
- The Delta Pi Epsilon selected bibliography. UBEA Forum 7: 23-24 Ap
The Delta Pi Epsilon selected bibliography for business education—1952. Vernon Muselman. J Bus Ed 28: 293-94 Ap
An evaluation of free and inexpensive material for instruction in consumer education. Caroline M. Smith. Boston University, Ed.M. thesis '52
General references for the teacher. Amer Bus Ed 9: 273-74 My
Good reading in business education. Bella Polivnick. Bus Ed Observer 24: 37-38 My
Good reading in business education. Stanley Boomer. Bus Ed Observer 24: 36 My
The high school business library. H. G. Enterline. Amer Bus Ed 9: 196-99 My
Literature worth reading. See issues Coll N & V
The Madera business library. Bertha Soker. Amer Bus Ed 9: 275-77 My
The NOMA bibliography for office management. National Office Management Association. Philadelphia 44, Pennsylvania. 44 p
On the book shelf. See issues J Bus Ed
Research in business education completed or under way, 1952-53. Hollis Guy. N Bus Ed Q 21: 72-80 Mr; 45-52 My
Resources. William R. Pasewark. Amer Bus Ed Y 459-70
Review of new literature. See issues Bal Sheet
Selected references on secondary-school instruction: business education. E. A. Swanson, comp. Sch Review 61: 172-75 Mr
Sources of training materials for the distributive occupations. Viola L. Thomas. UBEA Forum 7: 29-30 Ja
Visual aids and reading references on business careers. Monograph 84, South-Western Publishing Company. Ag, 16 p
What to read in business education. Beverly Lowe Aldrich. Ball State C J 24: 17-18 F
What to read in business education. E. Donald Lawrence. Ball State C J 25: 19, 22 N
What to read in business education. J. Virgil Herring. Ball State C J 24: 8-9 My
- BIEBER, Anna W.**
A placement program. J Bus Ed 29: 13-14 O
- BIERBAUM, Hubert A.**
An analysis of curricular offerings in business education as presented in nine selected state programs. University of Wisconsin, M.S. thesis '52
- BIERSTADT, Mary**
I taught and supervised business education in Korea. Bus Ed Observer 24: 2-6 F
- BINFORD, H. E.**
Evaluate your guidance program in business education. N Bus Ed Q 21: 31-34 My
- BINGER, Dorothy N.**
Building character in the skill courses. J Bus Ed 29: 73-74 N

- BIRRELL, Selwyn L.**
NOMA and business education. *Bus Ed Observer* 25: 4-6 N
- BLACKLER, William R.**
Evaluation in distributive occupational training. *UBEA Forum* 7: 7 Ap
- BLANFORD, James T.**
Humanizing the teacher. *Bal Sheet* 35: 150-51, 157 D
The relationship between the problems of beginning business education teachers and their experiences in general and special methods courses. *J Bus Ed* 28: 162 Ja
Some problems of beginning teachers. *J Bus Ed* 142-45 Ja
- BLASE, Robert**
A survey in the Joplin, Missouri, area to determine the desirable qualifications required by employers of stenographic and clerical workers. Kansas (Pittsburg) State Teachers College, M.S. thesis '52
- BLITZ, Sidney**
Careers in distributive trades for those planning to attend college. *CEA* 101-109
- BLOCH, Saul**
Business' appraisal of our high school graduates. *H Points* 35: 46-50 Mr
- BLOCK, Murray**
An evaluation and recommendations for the administration of the evening extension division of institute of applied arts and sciences at New York city. Columbia University, Ed.D. thesis
- BLOOM, Morris**
How can students face the business world if we don't teach bookkeeping as it is really done? *Bus Ed Observer* 24: 19-21 F
- BOGEN, Jules**
See Foster, Major
- BOGGESE, Louise**
Modern planning for business training: high school on a hillside. *Bus Ed World* 34: 9-11 O
Modern planning for business training in Richmond, California. *Bus Ed World* 33: 267-72 F
Modern planning for business training in South San Francisco, California. *Bus Ed World* 34: 13-15 S
- BOHNER, Dale**
A study of clerical workers in the city of Cherokee, Iowa. State University of Iowa, M.A. thesis '52
- BOLING, Clem**
I would have faith in my school. *Bus Sch Exec* 9: 114-16, 130 D
— Jean Caster, Laurel D. Cooke, Sam L. Hooper, Frank Liguori, and Crawford Treat
Meeting today's problems—suggestions for private business schools. *Amer Bus Ed* 10: 32-46 O
- BOND, Hayward**
A follow-up study of the business graduates of Thomasville senior high school for the years 1944-51. Florida State University, M.S. thesis '52
- BOND, Richard W.**
Make your own desk lectern. *Bus Ed World* 34: 32 S
- BOOGS, Lohnie**
An analysis of enrollments and job opportuni-
- BOOGS, Lohnie (continued)**
ties of male students in shorthand courses in Ohio high schools. Ohio State University, M.A. thesis '52
- BOOKKEEPING**
Action questions in bookkeeping. I. David Satlow. *Bus Ed World* 33: 334 Mr
Analyze before you journalize. Doris Stoneburner. *Bal Sheet* 34: 400 My
Are you solving the reading problem in bookkeeping? F. Wayne House. *Bus Ed World* 33: 291-92 F
Arithmetic competency in bookkeeping. I. David Satlow. *UBEA Forum* 8: 11-13, 22 D
Balance sheets build security. Milton Briggs. *Bus Ed World* 34: 37 O
Bookkeeping. J. Marshall Hanna. *See issues Bus Tchr*
Bookkeeping and accounting—present-day trends in teaching. Harvey A. Andruss. *Amer Bus Ed* 10: 111-15 D
Bookkeeping awards. Florence E. Ulrich. *Bus Tchr* 30: 157-58 Mr
Bookkeeping class, September. M. Herbert Freeman. *Bus Ed World* 34: 19-20, 29 S
Bookkeeping field trips by small committees. H. Howard Lash. *Bal Sheet* 34: 278 F
Bookkeeping in the state of New York. Louis R. Rosettie. *J. Bus Ed* 29: 67-68 N
Bookkeeping instruction in a private business school. Beatrice Brodsky Frankel. *Amer Bus Ed Y* 320-24
Bookkeeping instruction should start where you find the student. John Hagen. *Bal Sheet* 35: 52-53, 58 O
The bookkeeping library. V. E. Breidenbaugh. *Amer Bus Ed* 9: 242-47 My
Bookkeeping practices of small independent grocery stores of Greensboro, North Carolina. Sara Elizabeth Anderson. *N Bus Ed Q* 21: 5-7 Mr
Bookkeeping practices versus bookkeeping courses. Marvin Hauser. *Bus Ed World* 33: 456-57 My
Bookkeeping requirements in two cities and the relation to high school instruction. Helen Jordan Martens. Monograph 79, South-Western Publishing Co. D '52, 27 p
Bookkeeping simplified. M. Herbert Freeman, J. Marshall Hanna, and Gilbert Kahn. Gregg. 481 p \$2.96
Bookkeeping students' "tax clinic." Brother Leo V. Ryan. *Bus Ed World* 33: 232 Ja
Bookkeeping tests. M. Herbert Freeman and Gilbert Kahn. *Bus Tchr* 30: 155-56 Mr
Business forms for keeping business records. Wesley E. Scott, Arthur Hertzfeld, and F. Howard Strouse. Rowe. 128 p \$1.20
Clerical arithmetic in elementary bookkeeping. Kenneth Zimmer. *UBEA Forum* 8: 16-18 D
Clinching the classification of accounts. Milton Briggs. *Bus Ed World* 33: 453-54 My
Current thinking in teaching bookkeeping. I. David Satlow. *J Bus Ed* 29: 28-31 O
The data card as a basis for individual instruction. Harley King. *Amer Bus Ed Y* 338-39
Determination of content and procedures of a bookkeeping methods course. Paul E.

BOOKKEEPING (continued)

- Froelich. New York University, Ed.D. thesis
- A development of bookkeeping problems to supplement the textbook in second-year bookkeeping class. Lawrence R. McKinley. Boston University, Ed.M. thesis '52
- Do you really teach bookkeeping? J. Marshall Hanna and M. Herbert Freeman. Bus Tchr 30: 232-33 My-Je
- Dramatization as a technique in teaching bookkeeping. Julius Antelman. UBEA Forum 8: 25-26 N
- An evaluation of the bookkeeping program at East high school, Columbus, Ohio. Franklin J. Mallett. Ohio State University, M.A. thesis '52
- Factors affecting student achievement in beginning bookkeeping in the high school. Forest Wayne House. J Bus Ed 29: 128-29 D
- Five ways to improve bookkeeping instruction. Byron C. Yale. UBEA Forum 7: 31-32, 34 F
- Good reading in business education. Stanley Boomer. Bus Ed Observer 24: 36 My
- Guidance in the bookkeeping classroom. J. Marshall Hanna and M. Herbert Freeman. Bus Tchr 31: 10-11 D-Ja
- How can students face the business world if we don't teach bookkeeping as it is really done? Morris Bloom. Bus Ed Observer 24: 19-21 F
- How to improve the skills of bookkeeping students who are deficient in arithmetic competency. F. Wayne House. UBEA Forum 8: 14-16 D
- The importance of journalizing. John Arnold. VBE Bul 7: 4-5 Mr
- Individual instruction in bookkeeping. Richard C. Wellman. Amer Bus Ed Y 319-20
- Keeping business records. Wesley E. Scott, Arthur Hertzfeld, and F. Howard Strouse. Rowe. 64 p \$.84
- Let's modernize the content of bookkeeping. I. David Satlow. J Bus Ed 28: 155-57 Ja
- A letter to the principal. Hamden L. Forkner. Bal Sheet 34: 250-51 F
- Making journalizing meaningful. George E. Regensburg. Bal Sheet 34: 224 Ja
- Now they're doing bookkeeping on "accounting boards." Luther D. Stevens. Bus Ed World 33: 510-11 Je
- Payroll record keeping, 1953 ed. Hadley Editorial Staff. McGraw-Hill. \$1
- Pitfalls in journalizing. Milton Briggs. Bus Ed World 34: 20, 30 N
- Pitfalls in posting. Milton Briggs. Bus Ed World 34: 18 D
- The practice set as a teaching tool in elementary bookkeeping. Gerald D. Cox. Amer Bus Ed 324-26
- Preparing analyses. Fred H. Rohn. Bus Ed World 33: 380-81 Ap
- Preparing financial statements. Milton Briggs. Bus Ed World 33: 236 Ja
- Problems of the bookkeeping teacher. Amer Bus Ed 10: 100, 107 D
- Problems of the elementary bookkeeping teacher. M. Herbert Freeman. J Bus Ed 28: 331-32 My

BOOKKEEPING (continued)

- Puzzlegams for bookkeeping students. Lloyd L. Garrison. Bus Ed World 33: 225-26 Ja
- Rescuing bookkeeping failures. Donald A. Edwards. Bus Tchr 31: 18 N
- Research findings relative to students' achievement in bookkeeping and accounting. J. Virgil Herring. UBEA Forum 8: 31-32 O
- The round table. Roy W. Poe. See issues Bus Tchr
- Some implications of recent research related to high school bookkeeping. Edwin A. Swanson. N Bus Ed Q 22: 31-36, 55 O
- State recommendations for the course content of bookkeeping. Richard L. Bauer. Ball State Teachers College, '52
- Supervision of problem work. S. W. Chisholm. N Mex Bus Ed 14: 6, 9 Mr
- A survey of the bookkeeping systems and practices in the retail businesses of White-water, Wisconsin. Marvin Hauser. University of Wisconsin, M.S. thesis '52
- Teach the whys of bookkeeping. Archie Waring. News Bul Mich BEA 18: 8-9 F
- Teaching financial statements. Philip Greenspan. Bal Sheet 34: 231 Ja
- Teaching flexibility in account titles. London A. Sanders. UBEA Forum 7: 27, 32 Ja
- Teaching merchandising adjustment and closing entries. Herbert A. Tonne. J Bus Ed 29: 109-10, 124 D
- Teaching special journals and ledgers. L. S. Bennett. Bal Sheet 35: 100-101, 109 N
- Ten "bonus" topics in teaching bookkeeping. Fred H. Rohn. Bus Tchr 31: 13-14, 23 S-O
- Three fundamental bookkeeping formulas. Milton Briggs. Bus Ed World 34: 25, 28 S
- Trial balance error analysis unit. M. Warren Wood. J Bus Ed 28: 234-36 Mr
- 20th century bookkeeping and accounting. 20th ed., adv. volume. Paul A. Carlson, Hamden L. Forkner, and A. L. Prickett. South-Western. 472 p \$3.12
- The use of live assignments. Milton Briggs. Bus Ed World 33: 402 Ap
- The use of special practice sets in bookkeeping. Albert L. Pursley. Bal Sheet 34: 418 My
- Using surveys to motivate bookkeeping. Cornelia Patteson. UBEA Forum 7: 32 Mr
- Using the columnar cash journal. Milton Briggs. Bus Ed World 33: 343-44 Mr
- We can solve the arithmetic problem in bookkeeping. F. Wayne House. Bus Ed World 33: 387-88 Ap
- What is the relation between business arithmetic instruction and bookkeeping instruction? M. Herbert Freeman. UBEA Forum 8: 9-11 D
- What's new in accounting procedure in business and teaching. P. A. Carlson. Kentucky University, Effective education program in Kentucky, 27-32.
- BOOMER, Stanley
- Good reading in business education. Bus Ed Observer 24: 36 My
- BOREN, Charlotte
- A suggested filing unit for training secretaries. Bal Sheet 34: 273 F

BORLAND, Helen B.

The business community as a business education workshop. *Amer Bus Ed Y* 359-78
— and F. Kendricks Bangs

Planning a curriculum in collegiate business education. *Cath Bus Ed R* 4: 29-34 F

BOWLES, Walter E.

The need for a business teacher training program at the Richmond professional institute of the college of William and Mary, Richmond, Virginia. Ohio State University, M.A. thesis '52

BOWMAN, Edwin R.

Teach the office-style technique. *Bal Sheet* 34: 255-56 F

BOWYER, John W., Jr.

College promotion is important. *Coll N & V* 7: 21-22 D

BOYD, George

Finger-tip filing. *J Bus Ed* 29: 115-16 D

BOYD, Harry Theron

A follow-up study of the graduates of the department of business education at Tennessee agricultural and industrial state college with implications for evaluating the curriculum and guidance program. Tennessee A. and I. State College, M.S. '51

BOYNTON, Paul M.

Business education for life adjustment. *Amer Bus Ed* 10: 17-19 O

BRADEN, Andrew D.

Projected still pictures in the teaching of accounting. *Coll N & V* 6: 21-25 Mr

BRADY, Mary Margaret

Establishing production rates for typewriting. *J Bus Ed* 28: 158-60 Ja

Give business law students a look at the UN—its legal aspects! *UBEA Forum* 8: 34, 39 D

BRAISTED, Kenneth

The extent, nature, and problems of the relationship between industry and education in Connecticut during the first half of the 20th century. New York University, Ph.D. thesis

BRECHT, Robert P.

Office management in perspective. *Office Exec* 28: 23-26, 29 My
See also Wylie, Harry

BREIDENBAUGH, V. E.

The bookkeeping library. *Amer Bus Ed* 9: 242-47 My

BRENDEL, Leroy A.

How to teach "instant indexing." *Bus Ed World* 34: 21-22 N

Meeting administrative and curriculum problems in typewriting. *N Bus Ed Q* 22: 5-12 O

BRENDEL, Robert

A film program for general business classes. *J Bus Ed* 29: 84-85 N

BRENNAN, Lawrence D.

Free-lance company training. *Bus Ed World* 33: 371-73, 407 Ap

Secretary at the North Pole. *Today's Sec* 56: 9-11, 52 D

Secretary to Dale Carnegie. *Today's Sec* 55: 283-86 F

Secretary to Edward R. Murrow. *Today's Sec* 56: 11-13, 54 O

BRETZ, Philip J.

Red Bank's co-op program. *Bus Ed Observer* 24: 32, 51 My

BREWINGTON, Ann

Evaluating research. *N Bus Ed Q* 21: 3-4 Mr

BRIGGS, Milton

Balance sheets build security. *Bus Ed World* 34: 37 O

Clinching the classification of accounts. *Bus Ed World* 33: 453-54 My

Pitfalls in journalizing. *Bus Ed World* 34: 20, 30 N

Pitfalls in posting. *Bus Ed World* 34: 18 D

Preparing financial statements. *Bus Ed World* 33: 236 Ja

Three fundamental bookkeeping formulas. *Bus Ed World* 34: 25, 28 S

The use of live assignments. *Bus Ed World* 33: 402 Ap

Using the columnar cash journal. *Bus Ed World* 33: 343-44 Mr

BROADHURST, John

What does a social studies teacher think about business education? *Bus Ed Observer* 25: 12-14, 28 N

BROEHL, Wayne G., Jr.

The case study method in a large group. *N Bus Ed Q* 22: 51-55 O

Public relations and the classroom. *Coll N & V* 6: 11-12 Mr

BROTHER Jarbath

The emphasis of Christian ethics in the teaching of general business, consumer education and business law. *Cath Bus Ed R* 4: 56-59 F

BROTHER Justin

Problems facing the teaching in our Catholic business schools concerning the labor movement. *Cath Bus Ed R* 5: 23-27 N

BROWN, David M.

Transcription—the proving ground. *Bus Tchr* 30: 196-97 Ap

BROWN, J. Henry, Jr.

The federal administrative intern program. *Amer Bus Ed Y* 312-15

BROWN, Margaret M.

Painless and pleasant. *Bus Ed Observer* 24: 8 My

BROWN, Stanley and Lillian Doris

Business executives handbook. Prentice-Hall. 1496 p \$7.50

BROWN, Virginia

The relation between stroke intensity and difficulty in typewriting copy. Virginia Polytechnic Institute, M.S. thesis '52

BROWN, William

Survey and comparison of colleges with retailing programs. Washington University, M.B.A. thesis '52

BRUEBERG, Andrew C.

A short textbook for student trainees in the occupational relations course. University of Minnesota, M.A. thesis '52

BRUNER, Ruth

Ah, summer school! *Bus Ed World* 33: 399, 410 Ap

Lo! the poor school ma'm! *Bus Ed World* 33: 483 Je

BRYAN, R. D.

The influence of mechanization of offices in

BRYAN, R. D. (continued)

America on business education curriculum.
N Bus Ed Q 21: 71-73 O '52

BUBBERS, William

Machine arithmetic course. UBEA Forum
8: 28 D

BUCKLEY, Earle A.

Your letters: asset or liability? Office Exec
28: 23-25 Ag

BUCKLEY, Harold B.

See Kirk, John G.

BUDISH, Bernard E.

My favorite devices for making shorthand
lively. Bus Ed World 34: 12 S

BUNTING, J. Whitney

Ethics for modern business practice. Prentice-
Hall. 269 p \$5.15

BURD, D. Clarence

Business education at Navajo mission. N Mex
Bus Ed 14: 9 F

BURDA, Edward T.

How to prepare and use posters in the teach-
ing of typewriting. UBEA Forum 8: 27-
28 N

The silent E in light and sound. UBEA
Forum 7: 33, 36 Mr

BURKHART, Russell S.

Teaching typing to individuals. Ball State
C J 24: 6-8 F

BUSCHMAN, W. O.

Mathematics for one and two year terminal
business programs. Jun Col J 23: 401-403
Mr

BUSINESS and business education

Bridging the gap between the community
and the college. Robert E. Link. Coll
N & V 7: 13-16 O

Bring the community into the classroom.
Elizabeth T. Van Derveer. J Bus Ed 28:
315, 322 My

Building character traits in business. Stephen
Meyer, Jr. Bal Sheet 35: 12-13, 15 S

Business' appraisal of our high school gradu-
ates. Saul Bloch. H Points 35: 46-50 Mr

Business can help teach economics. N. D.
McCombs and G. W. Hohl. School Exe-
cutive 72: 80-82 F

The business community as a business edu-
cation workshop. Helen B. Borland. Amer
Bus Ed Y 359-78

Business education and public relations. H.
Weisbrod. Wis J Ed 86: 17-18 N

Business executives meet prospective employ-
ees. Inez Ahlering. UBEA Forum 7: 31
Ja

Business in business education. Weston C.
Wilsing. Bal Sheet 35: 147 D

Business is cooperating. Elmer L. Helm. CEA
77-79

Businessmen and educators must cooperate
for successful office management training.
L. Mark Neuberger. Coll N & V 6: 5-9 Mr

The changing scene in education and busi-
ness. John L. Rowe. Amer Bus Ed Y 3-9

Community resources—so much for so little.
Harrison J. Cameron, Jr. N Bus Ed Q 22:
47-50 O

Do field trips really pay? Ruth Hedman. Bal
Sheet 34: 397-99 My

"Do little" and "expect much." Charles R.
Nickerson. Bus Ed Observer 24: 10-11 My

BUSINESS and business education (continued)

Education and business build together.
Dwayne Orton. N Bus Ed Q 21: 112-13
O '52

Evaluating effective learning through school-
business cooperation. Walter A. Cooper.
Amer Bus Ed Y 420-35

Evansville community education day. Bal
Sheet 34: 225 Ja

The extent, nature, and problems of the re-
lationship between industry and education
in Connecticut during the first half of the
20th century. Kenneth Braisted. New York
University, Ph.D. thesis

Free-lance company training. Lawrence D.
Brennan. Bus Ed World 33: 371-73, 407 Ap

Gap between school and work. R. C. Woell-
ner. School Review 61: 317-18 S

A guide for field trips for teachers of con-
sumer education. Richard J. Rowe. Boston
University, Ed.M. thesis '52

Industry-public-school exchange program and
effective economic education. R. P. Gal-
lagher. Sch & Soc 77: 295-98 My 9

Is business your business? Richard R. John-
son. Bus Ed Observer 24: 36-39 F

Learning through cooperation. Catharine
Stevens. Amer Bus Ed Y 349-58

Make the local businessman a member of
your faculty. Ethan A. Adams. Bal Sheet
34: 393-94 My

Memo to the school board. D. P. Wren. Am
Sch Bd J 127: 122 J1

NOMA and business education. Selwyn L.
Birrell. Bus Ed Observer 25: 4-6 N

Open house! Helen Hinkson Green. Bus Ed
World 33: 279-80, 295 F

Planning the educational excursion. Dean R.
Malsbary. Bal Sheet 34: 200-203 Ja

Problems involved in making most effective
use of community resources. Amer Bus Ed
10: 95-96 D

Remington Rand's educational program in
schools and industry. Al N. Seares. N Bus
Ed Q 21: 102-11 O '52

Should a businessman be educated? Fortune
47: 113-14 Ap

Some current trends in college-industry co-
operation. C. J. Steiner. Nat Cath Ed Assn
Bul 50: 7-14 N

Store for a week. Gloria Clements. Bus Ed
World 33: 507-508 Je

A switch—businessmen come to classrooms.
Joseph C. Hecht. J Bus Ed 28: 323-24
My

Using community resources in business edu-
cation. Bernard A. Shilt. N Bus Ed Q 21:
35-38 My

The utilization of community resources in
business education. John H. Callan. Colum-
bia University, Ed.D. thesis

We worked together. Kenneth B. Willett. Bus
Ed World 34: 7-8 N

What business thinks and says. See issues J
Bus Ed

What do they learn? Business supervisor says
"plenty!" Louise M. Renga. Bus Ed Ob-
server 24: 20 My

What industry wants from the commercial
colleges. R. N. Dyer. Bus Sch Exec 9:
36-37, 39 Mr

BUSINESS and business education (continued)

Why NOMA wants to help you. Bal Sheet 35: 35 S

BUSINESS arithmetic

See Arithmetic, commercial

BUSINESS correspondence

The application letter as superintendents want it. Virgil E. Harder. J Bus Ed 28: 283-85 Ap

Attitudes as a productivity factor in letter writing. Donald R. Roberts. ABWA Bul 18: 5-7 O

Business communication becomes of age. Eleanor Dobkin. Coll N & V 6: 8-9 My
Business correspondence in practice. Ralph S. Handy. Pitman. 256 p \$2.60

Business English and letter writing. Hubert A. Hagar, Marie M. Stewart, and E. Lillian Hutchinson. Gregg. 561 p \$2.96

Business letter writing. Hubert A. Hagar, Marie M. Stewart, and E. Lillian Hutchinson. Gregg. 247 p \$2.20

The clay ball. Kermit Rolland. J Bus Ed 29: 75-77 N

Clear thinking—key to better business writing. Norman G. Shidle. ABWA Bul 17: 5-6 My; J Bus Ed 29: 113-14, 125 D

Communications in the office. National Office Management Association. Philadelphia 44, Pennsylvania. 28 p

Complete credit and collection letterbook. John D. Little. Prentice-Hall. 256 p \$4.95

A co-operative experience between advanced shorthand and business English students in business letter writing. Hugh C. Maxwell, Jr. and W. A. Clark. Bal Sheet 35: 104, 109 N

The D-A approach to teaching business letters. Gerald Cresci. Typ News 23: 6

How to prepare written material for general use or publication. Lillian Doris. ABWA Bul 17: 4-16 Mr

How to write successful business letters in 15 days. John P. Riebel. Prentice-Hall. 352 p \$4.95

Military writing: a form of business writing. Hilary H. Milton. ABWA Bul 18: 12-15 N

Recommended practice for writing numbers. Robert D. Hay. ABWA Bul 17: 6-11 Ap

Talk your letters. Bernyce Pomerleau. ABWA Bul 11-14 D

They must learn to write letters. Virginia Reva. Bus Ed World 33: 495-96 Je

Utilizing community resources in teaching sales letter writing. Hugh W. Sargent. UBEA Forum 7: 35-36 My

What about letters of reference? Virginia Reva. Office Exec 28: 25 Ag

What businessmen want in application letters. Robert D. Hay. Bus Ed World 34: 7-9 S

The writing business or business writing? Helmut E. Gerber. Coll N & V 7: 9-12 O

Your letter is your preview. Mildred F. Stone. Office Exec 28: 39-41 My

Your letters: asset or liability? Earle A. Buckley. Office Exec 28: 23-25 Ag

Yours received, contents noted. A. Bernard R. Shelley. ABWA Bul 18: 6-11 N

BUSINESS English

Applied English essentials, fourth ed. Charles Reigner. Rowe. 128 p \$9.2

BUSINESS English (continued)

Applied punctuation, third ed. Charles Reigner. Rowe. 80 p \$6.60

Business English and letter writing. Hubert A. Hagar, Marie M. Stewart, and E. Lillian Hutchinson. Gregg. 561 p \$2.96

Business English, third ed. Hubert A. Hagar, Marie M. Stewart, and E. Lillian Hutchinson. Gregg. 402 p \$2.40

Business English essentials. Greta L. Larson. Gregg. 172 p \$1.80

A co-operative experience between advanced shorthand and business English students in business letter writing. Hugh C. Maxwell, Jr. and W. A. Clark. Bal Sheet 35: 104, 109 N

English for business, second ed. C. C. Parkhurst. Prentice-Hall. 448 p \$3.70

English for the business student. W. L. Tucker. VBE Bul 7: 11-13 Mr

Practical problems in English for business, second ed. C. C. Parkhurst. Prentice-Hall. 176 p \$1.80

Remedial work in the use of the comma. Ruth L. Larson and Isabella M. Robinson. Beacons on Bus Ed 5-6, 10 My

Syl-lab-i-ca-tion is sim-ple. R. C. W. Davis. J Bus Ed 28: 174 Ja

Teen-age career girls. A. E. Edwards. Engl J 42: 437-42 N

Using punctuation marks, third ed. Charles Reigner. Rowe. 96 p \$6.4

BUSINESS law

Business law for everyday living. George S. Getz. Prentice-Hall. 396 p \$3.70

Business law for everyday use. Morris Mandel, A. Lincoln Lavine. Winston. 599 p \$3.48

The business law shelf. I. David Satlow. Amer Bus Ed 9: 247-51 My

College business law. R. Robert Rosenberg. Gregg. 503 p \$3.50

A comparative analysis of high school business law textbooks. Helen C. Rankin. University of Tennessee, M.S. thesis '52

Dramatization of business law. Irving Rosenblum. J Bus Ed 28: 153-54 Ja; 336-38 My

The emphasis of Christian ethics in the teaching of general business, consumer education and business law. Brother Jarbath. Cath Bus Ed R 4: 56-59 F

Fragmentary responses in the teaching of business law. I. David Satlow. H Points 35: 38-44 S

Give business law students a look at the UN—its legal aspects! Mary M. Brady. UBEA Forum 8: 34, 39 D

Mock trial in business law. Benjamin Morton. J Bus Ed 29: 121-23 D

Practical law for adults. Joseph Ringers. J Bus Ed 28: 237-38 Mr

Semantics and the law textbook. I. David Satlow. H Points 35: 26-31 Ap

The treasure hunt, a device for the teaching of law. Irving Rosenblum. Bus Ed World 33: 400-401 Ap

The twin focus of business law. John F. Sembower. Coll N & V 6: 15-17 My

A word frequency study and definition of terms in business law. Bruce T. Kruse. Boston University, Ed.M. thesis '52

BUSINESS machines

See Office machines

BUSINESS organization and management

Analysis of financial statements. Harry G. Guthmann. Prentice-Hall. 680 p \$9.35

The boss needs training, too. Anthony R. Wideman. Bal Sheet 34: 352-53 Ap

Business finance handbook. Lillian Doris. Prentice-Hall. 896 p \$10

Business organization and practice, second ed. Edwin M. Robinson. Gregg. 466 p \$3.75

Business policy. Charles L. Jameson. Prentice-Hall. 576 p \$8.65

Case method of teaching human relations and administration. K. R. Andrews, ed. Harvard University Press. \$4.50

The challenge to American business. Richard P. Ettinger. J Bus Ed 29: 20-22 O

College training for industrial marketers. Robert S. Stainton. Coll N & V 6: 14-15 Mr

Complete credit and collection letterbook. John D. Little. Prentice-Hall. 256 p \$4.95

Credit and collection principles and practice, sixth ed. Albert F. Chapin. McGraw-Hill. 584 p \$6

Elements of business administration. Morris C. Hurley. Prentice-Hall. 500 p \$9

Ethics for modern business practice. J. Whitney Bunting. Prentice-Hall. 269 p \$5.15

How to get ahead in modern business. Harry Simmons. Prentice-Hall. 272 p \$3.95

How to teach the financial page. Gerald W. Maxwell. Bus Ed World 34: 16-17, 31 D

The importance of the working climate. Owen L. Caskey. Coll N & V 7: 17-19 D

Internal auditing for management. Frank Lamperti and John B. Thurston. Prentice-Hall. 500 p \$7.95

Introduction to business finance. Bion B. Howard and Miller Upton. McGraw-Hill. 565 p \$6

Introduction to business—is it needed in college business curricula? Lowell Chapman. Coll N & V 6: 1-3 Mr

Investment management. Harry C. Sauvain. Prentice-Hall. 468 p \$7.65

Mathematics of finance. L. L. Smail. McGraw-Hill. 282 p \$4.50

Money and banking, fourth ed. Major Foster, Jules Bogen et al. Prentice-Hall. 683 p \$8

Money and banking in the United States. Thomas O. Waage. N Bus Ed Q 21: 51-59 O '52

Personnel practice in the classroom. Halsey E. Ramsen. Coll N & V 6: 17-19 Mr

Practical training in merit rating. R. F. Wallace. Coll N & V 6: 5-7 My

Problems facing the teaching in our Catholic business schools concerning the labor movement. Brother Justin. Cath Bus Ed R 5: 23-27 N

Real money and actual investments mean practical experience. Sidney M. Robbins. Coll N & V 6: 13-14 My

The role of management in American democracy. John S. Coleman. J Bus Ed 28: 288-90 Ap

Time and motion study for business admin-

BUSINESS organization and management (cont.)

istration students. Paul J. Latzer. Coll N & V 6: 11-12 My

Union organization in department stores. Eunice L. Miller. J Bus Ed 29: 119-20 D

What management expects from the employee. Sister Mary Walter. Cath Sch J 53: 185-86 Je

BUSINESS schools

Bookkeeping instruction in a private business school. Beatrice Brodsky Frankel. Amer Bus Ed Y 320-24

The business school student answers some questions. Crawford A. Treat. Bus Sch Exec 9: 68-70 Je

Challenges for a new and better day for private business schools. Sanford L. Fisher. Bus Sch Exec 9: 92-93 S

Constructive ideas and suggestions. Nell K. McCue. Bus Sch Exec 9: 22-24, 37 Mr

Criteria for classification of institutions accredited by the accrediting commission for business schools. Bus Sch Exec 8: 126-35 D '52

Criteria for evaluation of business schools. Bus Sch Exec 8: 114, 116-25 D '52

Educational respectability. John R. Humphreys. Bus Sch Exec 9: 3-6, 27 Mr

Enrollment ideas other schools have used. Crawford A. Treat. Bus Sch Exec 9: 80-82, 103 S

Fit for a king. Bus Tchr 30: 125 F

A guidance program in two private business schools in Hawaii. Thomas M. C. Chang. Bal Sheet 34: 347-48, 354 Ap

Holmquist's handelsinstitut—a Swedish commercial college. Eva Holmquist. Amer Bus Ed 10: 20-22 O

How to stimulate enrollments in 1953. Ray Baxandall. Bus Sch Exec 9: 60-65, 67 Je

I would have faith in my school. Clem Boling. Bus Sch Exec 9: 114-16, 130 D

Ideas for better business. B Sch Exec 9: 38-39 Mr

Ideas for better business. H. Everett Pope. Bus Sch Exec 9: 98-99 S

Meeting today's problems—suggestions for private business schools. Clem Boling, Jean Caster, Laurel D. Cooke, Sam L. Hooper, Frank Liguori, and Crawford Treat. Amer Bus Ed 10: 32-46 O

Our new look. H. D. Hopkins. Bus Sch Exec 8: 99-102 D '52

Private business schools. Patterson's American Educational Directory. 427-34

Problems facing the teaching in our Catholic business schools concerning the labor movement. Brother Justin. Cath Bus Ed R 5: 23-27 N

Report on survey of fall enrollments in day school. Dean W. Geer. B Sch Exec 9: 126-29 D

The round table. Crawford A. Treat. See issues Bus Tchr

Shorthand instruction in the private business school. Lorraine Tuchfeld. Amer Bus Ed Y 330-33

The story of the business school. Charles G. Reigner. Bus Sch Exec 9: 18-21 Mr; 54-58 Je; 86-90 S; 118-23 D

Suggestions for the night business college.

BUSINESS organization and management (cont.)

- Albert L. Pursley. *Bal Sheet* 34: 210, 212 Ja
 There will always be private business schools. W. Harmon Wilson. *Bus Sch Exec* 9: 43-45 Je
 What industry wants from the commercial colleges. R. N. Dyer. *Bus Sch Exec* 9: 36-37, 39 Mr
 What to say to the commercial graduate. Stewart B. Jackson. *Bus Sch Exec* 9: 96-97 S
 Why they come to the business colleges. Crawford A. Treat. *Bus Tchr* 31: 12-13, 20 D-Ja
BUSTAMANTE, Mary
 Business education at Santa Rosa high school. *N Mex Bus Ed* 14: 3 Mr
BYRNE, Martha H.
 Business curriculums in Indiana high schools. *N Bus Ed Q* 21: 8-11 Mr

C

- CAIN, Marietta**
 Care of the typewriter. *Bus Tchr* 31: 10 N
CAINE, Leonard C. and Lester I. Sluder
 Participating in playmaking. *Amer Bus Ed Y* 80-91
CALLAN, John H.
 The utilization of community resources in business education. Columbia University, Ed.D. thesis
CAMERON, Harrison J., Jr.
 Community resources—so much for so little. *N Bus Ed Q* 22: 47-50 O
CANNON, John Rath
 A study of the business education department at Alabama state college with proposals for improvement. Tennessee A. and I. College, M.S. thesis '52
CANRIGHT, Marion
 A survey of credit recommended for type-writing in the public high schools in the United States. Ohio State University, M.A. thesis '52
CAPLAN, Samuel W.
 Distributive education. *See issues Bus Ed World*
 Participating in the conference group. *Amer Bus Ed Y* 64-79
CAREY, Clarence B.
 Teacher selection and motivation. *Amer Bus Ed* 9: 171-72 Mr
CARLSON, Paul A.
 What's new in accounting procedure in business and teaching. Kentucky University, Effective education program in Kentucky, 27-32
CARLSON, Paul L., Hamden L. Forkner, and A. L. Prickett
 20th century bookkeeping and accounting. 20th ed., adv. volume. South-Western. 472 p \$3.12
CARMICHAEL, Vernal H.
 Here and there in business education. *See issues Ball State C J*
CARNES, Delmar E.
 Adapt your speed tests to the needs of your shorthand class. *Bal Sheet* 35: 152-53, 157 D
CARPENTER, Annette Howe
 Report on a basic course in office practice. *Bal Sheet* 34: 303-306 Mr
CARR, A. Allen
 Practice in legal stenography. *Pitman*. 154 p \$2.75
CARRUTH, Helen P.
 A survey of the responsibilities and activities of selected business teachers in the guidance programs of north central white public high schools in Oklahoma. Oklahoma A. and M. College, M.S. thesis
CARTER, Juanita E.
 The "rate test" as a standard for the measurement of proficiency on the key-driven calculator. *UBEA Forum* 8: 31-32 N
 Storage of supplies for the typewriting classroom. *UBEA Forum* 7: 30, 39 Ap
CASADEI, Kay
 For typing speed with accuracy. *Bus Ed World* 33: 342 Mr
CASKEY, Owen L.
 The importance of the working climate. *Coll N & V* 7: 17-19 D
CASTER, Jean
See Boling, Clem
CAULFIELD, Phyllis
 Audio-visual aids: how to build your audio-visual materials file. *Bus Ed World* 34: 25-26 D
CERTIFIED professional secretary
 The c. p. s. Estelle L. Popham. *Amer Bus Ed* 10: 108-10, 115 D
CHANDLER, Dorothea and D. W. Feller
 Do you have an ideal typewriting classroom? *UBEA Forum* 7: 30-31 Mr
CHANG, Thomas M. C.
 A guidance program in two private business schools in Hawaii. *Bal Sheet* 34: 347-48, 354 Ap
CHAPIN, Albert F.
 Credit and collection principles and practice, sixth ed. McGraw-Hill. 584 p \$6
CHAPMAN, Frances
 A comparison of the memory load of the anniversary and simplified editions of Gregg shorthand. *J Bus Ed* 28: 298 Ap
CHAPMAN, Lowell
 Introduction to business—is it needed in college business curricula? *Coll N & V* 6: 1-3 Mr
CHAPMAN, Phillip Lowell
 A study of the existing needs and practices relative to the 'introduction to business' courses as currently offered in colleges and universities of the United States. Pennsylvania State College, Ed.D. thesis
CHARACTER education
 Building character in the skill courses. Dorothy N. Binger. *J Bus Ed* 29: 73-74 N
 Emphasize moral values. Ellis Ford Hartford. *Amer Bus Ed* 10: 29-31 O
 Skills in ethical judgment. Clinton R. Prewett. *Amer Bus Ed* 9: 162-63, 167 Mr
CHEVALIER, Willard
 The United States and international education. *N Bus Ed Q* 21: 74-78 O '52
CHISHOLM, S. W.
 A matter of indoctrination. *N Mex Bus Ed* 14: 6-7 Ap; 6, 21 My

- CHISHOLM, S. W. (*continued*)
Supervision of problem work. N Mex Bus Ed 14: 6, 9 Mr
- CHRISTENSEN, Opal
Group planning in problem solving. Amer Bus Ed Y 112-26
- CLANCY, Anne C.
Co-operative projects in our merchandising class. Bal Sheet 34: 350-51 Ap
- CLARK, George W.
A survey of the adult business education programs offered by the public high schools located in Indiana cities having populations of 5,000 and over. Ball State Teachers College, M.A. thesis '52
- CLARK, Margaret D.
Literature and/or ledgers. Bus Ed Observer 24: 12-14, 35 My
- CLARK, W. A.
See Maxwell, Hugh C., Jr
- CLAYTON, David E.
Arithmetic in the high school: with special emphasis on the status of business arithmetic in the public high schools of Iowa. State University of Iowa, M.A. thesis '52
- CLEMENTS, Gloria
Store for a week. Bus Ed World 33: 507-508 Je
- CLERICAL training
Adjusting to vocational life through clerical practice. Emma K. Felter. Amer Bus Ed 9: 147-51 Mr
- An analysis of clerical business typing papers and forms for the improvement of instructional materials. Vern A. Frisch. New York University, Ed.D thesis
- Assignments in clerical practice classes. Judith A. Schlesinger. Sec Studies in Action 6: 3, 6 O
- Better training, selection, and placement through measurement of clerical aptitudes. Paul L. Turse. Bal Sheet 35: 54-58 O
- Clerical practice isn't necessarily office practice. Harry Huffman. Bus Ed World 33: 384-86 Ap
- 14 principles to follow in setting up a clerical-practice course. Harry Huffman. Bus Ed World 34: 16-17 S
- How much arithmetic in clerical practice? Harry Huffman. Bus Ed World 34: 16-17 N
- How much duplicating in clerical practice? Harry Huffman. Bus Ed World 34: 19-20 D
- How much filing in clerical practice? Harry Huffman. Bus Ed World 34: 17-18 O
- Ideas for conducting clerical classes. Leo P. Judge. UBEA Forum 7: 35, 42 F
- Improvement of clerical practice in a metropolitan high school. Dorothy Stricks. New York University, Ed.D thesis '52
- Modern clerical practice, basic course. Sherwood Friedman and Jack Grossman. Pitman. 382 p \$2.60
- Patterns of performance for the most frequent duties of beginning clerical employees. Elizabeth T. Van Derveer. J Bus Ed 28: 206 F
- Prognosis of success in clerical work. Edward M. Samuels. CEA 80-83

- CLERICAL training (*continued*)
Prudential's program for clerical quality control. Bennet B. Murdock. Office Exec 28: 15-18 Ja
- Record keeping—key project and payroll project. Emma K. Felter. CEA 157-78
- Relationship of success in beginning general clerical occupations to achievement in the informational and skill aspects of the general office clerical division of the national business entrance test series. Herbert Alfred Hamilton. Delta Pi Epsilon Research Award Series. Oklahoma A. and M. College, 95 p; J Bus Ed 29: 129 D
- A study of clerical workers in the city of Cherokee, Iowa. Dale Bohner. State University of Iowa, M.A. thesis '52
- A study of the predictive value of the Detroit clerical aptitude examination. Fred S. Cook. University of Michigan, Ph.D. thesis '52
- A study to determine the predictive value of the Detroit clerical aptitudes examination. Fred S. Cook. J Bus Ed 29: 128 D
- A survey in the Joplin, Missouri, area to determine the desirable qualifications required by employers of stenographic and clerical workers. Robert Blase. Kansas (Pittsburg) State Teachers College, M.S. thesis '52
- Typewriting is important in the general clerical course. Mary Ellen Oliverio. UBEA Forum 7: 30, 38 F
- Typewriting numbers in clerical practice. Marian Heinen. UBEA Forum 8: 13-14 N
- The validity of the clerical aptitude rating as a factor in the classification of WAFS in the stenographic school. Margaret Schendel Hamman. Oklahoma A. and M. College, M.S. thesis
- Walton high school department of business training—report on sale of greeting cards. Emma K. Felter and Aili Kenny. CEA 147-56
- What is "clerical practice"? Harry Huffman. Bus Tchr 31: 9-10 N
- What should we teach in a clerical-practice course? Harry Huffman. Bus Ed World 33: 440-42 My
- Who should study clerical practice? Harry Huffman. Bus Ed World 33: 486-88 Je
- CLICK, Christine
Business education at Socorro high school. N Mex Bus Ed 14: 7 My
- CLINE, Betty
Speed versus accuracy. N Mex Bus Ed 14: 7 Mr
- CLIPPINGER, Ray L.
Adjusting to vocational life through office machine instruction. Amer Bus Ed 9: 142-46, 151 Mr
- COE, Jules
Stopping failures in shorthand. Sec Studies in Action 6: 8 O
- COLEMAN, John S.
The role of management in American democracy. J Bus Ed 28: 288-90 Ap
- COLGLAZIER, George Norman
The justification of offering shorthand in the small Indiana high schools. Ball State Teachers College, M.A. thesis '52

COLIBRARO, Rose

- Confessions of a business teacher. Clearing House 28: 40-42 S
 So you don't like small schools! Bal Sheet 35: 148-49 D

COLLEGES and universities

- Are we allowing our graduates to leave college today with a false sense of security? Dorothy Mae Reeves. N Bus Ed Q 22: 28-30 O
 Bridging the gap between the community and the college. Robert E. Link. Coll N & V 7: 13-16 O
 Businessmen and educators must cooperate for successful office management training. L. Mark Neuberger. Coll N & V 6: 5-9 Mr
 The characteristics of outstanding colleges in the preparation of business teachers. Bertha M. McFarling. Northeast Missouri State Teachers College, A.M. thesis '52
 College business law. R. Robert Rosenberg. Gregg. 503 p \$3.50
 College promotion is important. John W. Bowyer, Jr. Coll N & V 7: 21-22 D
 College training for industrial marketers. Robert S. Stainton. Coll N & V 6: 14-15 Mr
 Collegiate business education in America. John H. Prime. N Bus Ed Q 21: 43-46 O '52
 Course sequence for the master's degree in business education. Sister Mary Rita. Cath Bus Ed R 4: 17-22 F
 Curriculums for the preparation of business teachers. Milton L. Bast. N Bus Ed Q 21: 21-26 Mr
 Essential qualities for teaching competency in collegiate schools of business. Elvin S. Eyster. J Bus Ed 29: 59, 64 N
 An experimental class in college typewriting. Clayton Howard Hinkel. Pennsylvania State College, Ed.D. thesis
 Gregg shorthand simplified for colleges, volume one. Louis A. Leslie, Charles E. Zoubek, and Russell J. Hosler. Gregg. 378 p \$2.75
 Gregg shorthand simplified for colleges, volume two. Louis A. Leslie, Charles E. Zoubek, and Russell J. Hosler. Gregg. 505 p \$3
 Guidance in graduate business education. John McBeth, Glen E. Murphy, and Clara Sellers. J Bus Ed 28: 342-44 My
 A guidance program for school of business students. Novelda Rhine, Clara Frances Martin, and Opal Smith. Coll N & V 7: 11-13 D
 A history of business education at the Northeast Missouri state teachers college. Marjorie Smith. Northeast Missouri State Teachers, A.M. thesis '52
 Industry's challenge to schools of business. William H. Durham, Jr. Coll N & V 6: 1-3 My
 An instructional unit on the distribution of the national income for use in a college economic course. Sister St. Marie Claire. Boston University, Ed.M. thesis '52
 Introduction to business for colleges. Cecil Puckett and Clyde Beighey. Gregg. 694 p \$5.50

COLLEGES and universities (continued)

- Introduction to business—is it needed in college business curricula? Lowell Chapman. Coll N & V 6: 1-3 Mr
 Organization of collegiate schools of business. Howard A. Cutler. Coll N & V 7: 1-8 O
 Outline of a one-semester college course in office procedures. Agnes M. Peterson. University of Wisconsin, M.S. thesis '52
 Planning a curriculum in collegiate business education. Helen B. Borland and F. Kendrick Bangs. Cath Bus Ed R 4: 29-34 F
 Professional education for business administration. R. L. Kozelka. Higher Education 9: 181-88 Ap 15
 Professional education for business education. Richard L. Kozelka. Coll N & V 7: 1-6 D
 Professionalism vs. superior teaching. Ruth I. Anderson. J Bus Ed 29: 11-12 O
 Standards for elementary shorthand at Lycoming college. Doris C. Teno. Pennsylvania State College, M.Ed. thesis '52
 A study of the business education department at Alabama state college with proposals for improvement. John Rath Cannon. Tennessee A. and I. College, M.S. thesis '52
 A study of the existing needs and practices relative to the "introduction to business" course as currently offered in colleges and universities of the United States. Phillip Lowell Chapman. Pennsylvania State College, Ed.D. thesis
 A study of the relationship between straight-copy rates and production rates in college typewriting (University of Tennessee). Charles Peterson. University of Tennessee, M.S. thesis '52
 A suggested supervisory training program. Thomas A. Mahoney. Coll N & V 7: 15-16 D
 A survey of the graduates of the secretarial science department of Lycoming college from 1929-1951. Doris C. Teno. Pennsylvania State College, M.Ed. thesis '52
 A test to determine certain consumer knowledge and concepts possessed by college students at Macalester college. Charles W. Knapp. University of Minnesota, M.A. thesis '52
 "This freshman business." Faborn Etier. Coll N & V 6: 18-19 My
 Training for retailing in secondary schools and colleges. John W. Wingate. N Bus Ed Q 21: 40-40 O '52
COLLINS, Marian J.
 Handbook for office practice teachers. J Bus Ed 29: 83 N
 Management techniques for the office practice teacher. UBEA Forum 7: 22-24 F
COMMERCIAL education association
 Developing the employable personality. Abraham Ellenbogen, ed. Twenty-first yearbook of The Commercial Education Association of the City of New York and Vicinity. 223 p
CONNELLY, Mary E.
 Up-to-date equipment is necessary for modern office practice. UBEA Forum 7: 9 F

CONSUMER education

- Choicemaking—the "backbone" of consumer education. Mearl R. Guthrie. UBEA Forum 7: 11-12 Mr
- A comparison of the philosophy and objectives of distributive education and consumer education in the senior high school. Donald A. Martin. University of Minnesota, M.A. thesis '52
- Consumer classes can be popular. Jessie Graham. Bus Tchr 31: 9-11 S-O
- Consumer economic education—whose responsibility? Frederick G. Nichols. J Bus Ed 29: 104 D
- Consumer economics and business principles. Ramon P. Heimerl. Amer Bus Ed 9: 214-24 My
- Consumer education. Gladys Bahr. Bus Ed World 33: 243 Ja
- Consumer problems—a basic course. Arch W. Troelstrup. UBEA Forum 7: 13-15, 23 Mr
- The contribution of popular magazines to consumer education. Wilmer Maedke. UBEA Forum 8: 37-38 O
- The emphasis of Christian ethics in the teaching of general business, consumer education and business law. Brother Jarbath. Cath Bus Ed R 4: 56-59 F
- An evaluation of free and inexpensive material for instruction in consumer education. Caroline M. Smith. Boston University, Ed.M. thesis '52
- A guide for field trips for teachers of consumer education. Richard J. Rowe. Boston University, Ed.M. thesis '52
- The h.f.c. consumer booklets have been revised and improved. Leone Ann Heuer. Bus Ed World 33: 286 F
- Projects make consumer studies more interesting. Florence Wissig Dunbar. Bus Ed World 34: 33-34 O
- The pupil committee technique teaches about agencies which help the consumer. Helen Barr. UBEA Forum 7: 36 F
- A test to determine certain consumer knowledge and concepts possessed by college students at Macalester college. Charles W. Knapp. University of Minnesota, M.A. thesis '52
- Why teach consumer education in our secondary schools? Chester H. Wisniefske. UBEA Forum 8: 30, 32 N

COOK, Fred S.

- Shorthand homework assignments made more effective through the use of a voice recording machine. Bal Sheet 34: 340-42 Ap
- A study of the predictive value of the Detroit clerical aptitude examination. University of Michigan, Ph.D. thesis '52
- A study to determine the predictive value of the Detroit clerical aptitudes examination. J Bus Ed 29: 128 D

COOKE, Laurel D.

See Boling, Clem

COOPER, Edward L.

Economic geography library. Amer Bus Ed 9: 225-29 My

COOPER, Eunice

Have you tried this? VBE Bul 7: 8-10 Mr

COOPER, Walter A.

Evaluating effective learning through school-business cooperation. Amer Bus Ed Y 420-35

CO-OPERATIVE education

- Cooperative business training programs on the junior college level. Sylvia Lane. Jun Col J 24: 219-24 D
- Cooperative education. John A. Beaumont. Amer Bus Ed Y 379-404
- Co-operative office training. Tod O. Dravis. Bal Sheet 35: 10-11, 15 S
- The cooperative office training program—benefits derived and difficulties encountered. Florence Trakel. UBEA Forum 7: 37-38 Ap
- Evaluating cooperative part-time training for the distributive occupations. William B. Logan. UBEA Forum 7: 17-19 Ap
- Guide for the use of the coordinator and the employer for determining suitable schedules of experience for student trainees in the co-operative part-time distributive education program. Roman F. Warmke. University of Minnesota, M.A. thesis '52
- Maintain educational standards in your vocational cooperative work-experience program. Lloyd V. Douglas. UBEA Forum 7: 37 Mr
- Measuring on-the-job training with mechanical recording devices. Charles Frederic Kunsemiller. Chico State College, M.S. thesis
- Red Bank's co-op program. Philip J. Bretz. Bus Ed Observer 24: 32, 51 My
- Responsibilities of a local supervisor for a cooperative work program in distributive education. Margaret Elam. N Bus Ed Q 21: 26-30 My
- Store for a week. Gloria Clements. Bus Ed World 33: 507-508 Je
- A study of the cooperative training programs in retail selling in the high schools of Arizona, Iowa, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, South Dakota, Utah and Wyoming. Elizabeth S. Kennedy. Boston University, Ed.M. thesis '52
- Techniques of coordinators. John A. Beaumont. Amer Bus Ed 10: 7-16, 19 O
- You can't do it alone. Myron J. Krawitz. Bus Ed Observer 24: 24-25, 29 My
- CORBMAN, Bernard P.**
Job Seminar. J Bus Ed 28: 197-98 F
- CORDLE, Ruth**
Personal typewriting—a follow-up study. Woman's College of the University of North Carolina, M.S. thesis '52
- COREY, Marion and Edwin Weber**
Developing number writing skill. UBEA Forum 8: 12-13 N
- CORRIGAN, Joe B.**
Cartoons, day-brighteners in the classroom. N Mex Bus Ed 14: 4-5 Ja; 4-5 F; 4-5 Mr; 4-5 Ap; 4-5 My
- COSTELLO, Eileen T.**
Professionalization of subject matter in typewriting. Bal Sheet 34: 343-44 Ap
- COWAN, Harold E.**
Significance of n b e test results. Amer Bus Ed 9: 168-70, 172 Mr

- COX, Gerald D.**
The practice set as a teaching tool in elementary bookkeeping. *Amer Bus Ed* Y 324-26
- CRAWFORD, T. James**
Dynamic influences in the development of number writing skill. *UBEA Forum* 8: 9-11 N
- CRESCI, Gerald**
The D-A approach to teaching business letters. *Typ News* 23: 6
- CRUM, Dwight R.**
Bibliography of film and filmstrip sources for business education. *UBEA Forum* 7: 19-23 Ja
- CRUMLEY, L. Marguerite and J. Curtis Hall**
Helping teachers use group techniques. *Amer Bus Ed* Y 127-42
- CUNNINGHAM, John A.**
A survey of accounting majors at North Texas state college from 1944 to 1950 to evaluate their academic training for the vocational positions held. North Texas State College, M.B.A. thesis '52
- CUNNINGHAM, Louise Clara**
A survey of selected life insurance companies in Oklahoma to determine minimum employment standards required of beginning secretaries and stenographers. Oklahoma A. and M. College, M.S. thesis '52
- CURRICULUM**
An analysis of curricular offerings in business education as presented in nine selected state programs. Hubert A. Bierbaum. University of Wisconsin, M.S. thesis '52
Business curriculums in Indiana high schools. Martha H. Byrne. *N Bus Ed* Q 21: 8-11 Mr
Business education curriculums and subjects in California junior colleges, 1952-1953 (bus ed pub 69). California State Department of Education, Bureau of Business Education, Sacramento, California. 70 p
Curriculum principles for pre-service business teacher education. Glen E. Murphy and Kenneth Zimmer. *N Bus Ed* Q 21: 57-60 D '52
Curriculum trends at mid-century. Henry Harap. Delta Pi Epsilon Lecture Series. South-Western Publishing Company, 39 p
Curriculums for the preparation of business teachers. Milton L. Bast. *N Bus Ed* Q 21: 21-26 Mr
A follow-up study of the graduates of the department of business education at Tennessee agricultural and industrial state college with implications for evaluating the curriculum and guidance program. Harry Theron Boyd. Tennessee A. and I. State College, M.S. '51
An inservice business education curriculum for small business managers. Samuella V. Totty. *N Bus Ed* Q 21: 12-20 Mr
Planning a curriculum in collegiate business education. Helen B. Borland and F. Kendrick Bangs. *Cath Bus Ed* R 4: 29-34 F
Problems involved in effecting needed changes in the business curriculum. *Amer Bus Ed* 10: 96-98 D
Reorganization of curricula for the evening classes of the University of Dayton. Robert I. Mitchell. Ball State Teachers College, M.A. thesis '52
Secretarial syllabus developed from job analyses. Donald J. Tate. New York University, Ed.D. thesis '52
We need curriculum improvement in business education. Paul S. Lomax. *J Bus Ed* 28: 270-71 Ap
- CURRY, Betty Jeanette**
Gift-wrapping methods in selected department stores in North Texas area. North Texas State College, M.B.A. thesis '52
- CURRY, Preston E. and Edwin B. Piper**
Applied business arithmetic, sixth ed. South-Western. 568 p \$2.60
Applied business arithmetic, sixth ed., abridged volume. South-Western. 392 p \$2.16
- CUTHBERTSON, DeWayne C.**
Junior high school typewriting is effective. *N Bus Ed* Q 22: 37-39 O
- CUTLER, Howard A.**
Organization of collegiate schools of business. *Coll N & V* 7: 1-8 O
- D**
- DANIEL, Geneva**
Key pointers to your future. *Bus Sch Exec* 9: 8-9 Mr
- DARLINGTON, Colia**
Front-line trench. *Today's Sec* 55: 236-38 Ja
- DeVEE, R. Lowell**
Open letter from any alumnus. *Bus Tchr* 30: 191-92 Ap
- DAVIS, R. C. W.**
Syl-lab-i-ca-tion is sim-ple. *J Bus Ed* 28: 174 Ja
- DeLANCEY, Opal H.**
Typewriting for adults in a metropolitan night school: case studies of four typical students. *Bus Ed World* 33: 375-78 Ap
Typewriting for adults in a metropolitan night school: electric versus manuals. *Bus Ed World* 33: 330-31, 345 Mr
- DELLASEGA, Charles Joseph**
The development and present status of education for business at the university of Oklahoma. University of Oklahoma, Ed.D. thesis '52
- DELTA Pi Epsilon**
Business education index—1952. M. Herbert Freeman and Louis C. Nanassy. Delta Pi Epsilon. Gregg. 78 p
Curriculum trends at mid-century. Henry Harap. Delta Pi Epsilon Lecture Series. South-Western Publishing Company, 39 p
The Delta Pi Epsilon selected bibliography. *UBEA Forum* 7: 23-24 Ap
The Delta Pi Epsilon selected bibliography for business education—1952. Vernon Musselman. *J Bus Ed* 28: 293-94 Ap
Getting together on researches. *Bus Ed World* 34: 29 D
Good classroom practices in business education. Delta Pi Epsilon. Monograph 85, South-Western Publishing Company. S, 58 p
Joint committee on research. *Bal Sheet* 35: 114-15 N

DELTA Pi Epsilon (*continued*)

Relationships of success in beginning general clerical occupations to achievement in the informational and skill aspects of the general office clerical division of the national business entrance test series. Herbert Alfred Hamilton. Delta Pi Epsilon Research Award Series. Oklahoma A and M. College, 95 p

DeMOND, A. L.

Family financial security. J Bus Ed 29: 23-25, 32 O

DICTATION

A comparative study of the usages of punctuation in shorthand dictation studies simplified and Gregg speed building simplified. Lanta S. Livesay. University of Tennessee, M.S. thesis '52

Double-duty dictation. A. E. Klein. See issues Today's Sec

Encyclical dictation. Sister M. Therese. Gregg. 150 p \$1.20

Graded office-style dictation. Jack Grossman. Pitman. 136 p \$2

Hints to pass on to your dictator. Adrienne Frosch and Seymour Rosen. Today's Sec 55: 346-47 Mr

Is your boss a sesquipedalian? Marie M. Stewart. Today's Sec 56: 12 N

Is your boss a short-spurt dictator? Marie M. Stewart. Today's Sec 56: 19 O

Is your boss the commentator type? Marie M. Stewart. Today's Sec 56: 15 D

The nature of business dictation. H. H. Green. J Bus Ed 28: 162 Ja

Presentation of encyclical dictation. Sister M. Therese. Cath Bus Ed R 5: 56-58 N

Shorthand dictation tapes. Anthony Lanza. J Bus Ed 28: 207 F

Teach the office-style techniques. Edwin R. Bowman. Bal Sheet 34: 255-56 F

What it takes to be a successful Dictaphone secretary. Dict Ed F 10-11 F-Mr

DILMORE, Margaret Hamma, Grace Phelan, Marian Wigand, and G. M. Moodie

Typing techniques. Amer Bus Ed 9: 152-56 Mr

DIMMERS, Paul E.

Personality and character development. J Bus Ed 28: 201-202 F

DINGWALL, Janet

What it's like to be a secretary in advertising. Today's Sec 56: 13, 48 N

DISTRIBUTIVE education

Careers in distributive trades for those planning to attend college. Sidney Blitz. CEA 101-109

Committee work in d.e. Natalie Kneeland and Louise Bernard. Bus Ed World 33: 403-404 Ap

A comparison of the philosophy and objectives of distributive education and consumer education in the senior high school. Donald A. Martin. University of Minnesota, M.A. thesis '52

Criteria for evaluating a state-wide in-school distributive education program. William B. Logan. Ohio State University, Ph.D. thesis '52; J Bus Ed 28: 249 Mr

DECA goes to Dayton. Am Voc J 28: 12-13 My

DISTRIBUTIVE education (*continued*)

Deming distributive education club. Ray Harrison. N Mex Bus Ed 14: 5 My

Determination of a desirable program for preparation of teacher-coordinators of distributive education. Charlotte E. Mankey. New York University, Ed.D. thesis '52

Distributive education. Samuel W. Caplan. See issues Bus Ed World

A distributive education display manual. Robert Leverle Edwards. North Texas State College, M.B.A. thesis '52

Distributive education library. William B. Logan. Amer Bus Ed 9: 252-58 My

Evaluating cooperative part-time training for the distributive occupations. William B. Logan. UBEA Forum 7: 17-19 Ap

Evaluating sales training needs and methods. American Management Association, 330 West 42nd Street, New York 36, New York. \$1.25

Evaluation in distributive occupational training. William R. Blackler. UBEA Forum 7: 7 Ap

Evaluation of a distributive occupational training program on a nation-wide basis. John B. Pope. UBEA Forum 7: 12-16 Ap

Gift-wrapping methods in selected department stores in North Texas area. Betty Jeanette Curry. North Texas State College, M.B.A. thesis '52

Good reading in business education. Bella Polivnick. Bus Ed Observer 24: 37-38 My

Guide for the use of the coordinator and the employer for determining suitable schedules of experience for student trainees in the co-operative part-time distributive education program. Roman F. Warmke. University of Minnesota, M.A. thesis '52

A handbook for beginning distributive education coordinators in Texas. Glenn C. Moore. Oklahoma A. and M. College, M.S. thesis '52

How to use the DE training profile. Natalie Kneeland and Louise Bernard. Bus Ed World 34: 26-27 S

How we built d. e. in Atlantic City. Myron J. Krawitz. Bus Ed World 33: 448 My

Individualizing instruction in distributive occupations with periodicals. Robert T. Stickler. UBEA Forum 7: 33-34, 40 Ap

Let's use the flannel board. Viola L. Thomas. UBEA Forum 7: 20-21 Ap

The merchandising curricula in California junior colleges. Jacob Herman Martin. J Bus Ed 29: 82 N

Merchant advisers for de L. Kirkpatrick. American Vocational Journal 28: 28-29 N

Modern planning for business training: the Hamilton, Ohio, d.e. room. Betty Martin Kubik. Bus Ed World 34: 18-19 N

Occupational relations in distributive education. Vernon R. Maack. Amer Bus Ed Y 326-27

Problems of teachers of distributive education subjects. Amer Bus Ed 10: 90 D

Promote your retail training program. Elaine Comish Scott. J Bus Ed 28: 239-40, 244 Mr; 281-82 Ap

Responsibilities of a local supervisor for a cooperative work program in distributive

DISTRIBUTIVE education (continued)

- education. Margaret Elam. N Bus Ed Q 21: 26-30 My
- Retailing in America. Wade G. McCargo. N Bus Ed Q 21: 35-39 O '52
- Shopping surveys. Natalie Kneeland and Louise Bernard. Bus Ed World 33: 227-28 Ja
- Sources of training materials for the distributive occupations. Viola L. Thomas. UBEA Forum 7: 29-30 Ja
- Store for a day. Donald C. Beede and M. Gerard Gendron. Bus Ed World 33: 328-29 Mr
- Store for a week. Gloria Clements. Bus Ed World 33: 507-508 Je
- Student activities in distributive education. Natalie Kneeland and Louise Bernard. Bus Ed World 33: 289-90 F
- A study of the cooperative training programs in retail selling in the high schools of Arizona, Iowa, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, South Dakota, Utah and Wyoming. Elizabeth S. Kennedy. Boston University, Ed.M. thesis '52
- Survey and comparison of colleges with retailing programs. William Brown. Washington University, M.B.A. thesis '52
- A survey of the bookkeeping systems and practices in the retail businesses of White-water, Wisconsin. Marvin Hauser. University of Wisconsin, M.S. thesis '52
- A survey of distributive education seniors in Tennessee high schools (1951). Ellen G. Moore. University of Tennessee, M.S. thesis '52
- Techniques of coordinators. John A. Beaumont. Amer Bus Ed 10: 7-16, 19 O
- 32 years in d.e. Mrs. Rae C. Williams. Bus Ed World 33: 238 Ja
- Training for retailing in secondary schools and colleges. John W. Wingate. N Bus Ed Q 21: 40-42 O '52
- Trends in self-service of department stores. Max Lupuloff. Washington University, M.S. thesis '52
- Use objective "tests" to stimulate good discussion. Natalie Kneeland and Louise Bernard. Bus Ed World 33: 499-500 Je
- Why not individualize instruction in distributive education? Thomas J. Pellegrine. Amer Bus Ed Y 327-30
- You can't do it alone. Myron J. Krawitz. Bus Ed Observer 24: 24-25, 29 My
- See also Marketing, Merchandising
- DOBECK, Daisy Dickenson**
Business education at Logan high school. N Mex Bus Ed 14: 10-11 Ap
- DOBKIN, Eleanor**
Business communication becomes of age. Coll N & V 6: 8-9 My
- DODD, James Harvey**
Economics in the secondary schools. Monograph 80, South-Western Publishing Company. F, 22 p
- What is the place of economics in business education? VBE Bul 7: 2-3 Mr
- DODSON, Glenna A.**
Certification of business teachers in the United States. Florida State University, M.S. thesis '52
- Shorthand testing in teacher training. Bal Sheet 34: 301-302 Mr
- DORIS, Lillian**
Business finance handbook. Prentice-Hall. 896 p \$10
- How to prepare written material for general use or publication. ABWA Bul 17: 4-16 Mr
- See also Brown, Stanley
- DOUGLAS, Lloyd V.**
Centennial action program of the state and local affiliated associations. UBEA Forum 7: 5-6 Ap
- Maintain educational standards in your vocational cooperative work-experience program. UBEA Forum 7: 37 Mr
- DOUGLASS, Earl R.**
Implications to the administrator. N Bus Ed Q 21: 40-45 D '52
- DOWNHOUR, Barbara H.**
Basic business will benefit all students. Ohio Schools 31: 430 D
- DRAVIS, Tod O.**
Co-operative office training. Bal Sheet 35: 10-11, 15 S
- DROMS, Virginia D.**
Mr. chairman: conferences can be successful. Bal Sheet 35: 181 D
- DUCHAN, Simon A.**
The application of research findings to the improvement of shorthand teaching. CEA 90-94
- Can we predict superior achievement in shorthand? Bus Ed World 33: 276-77, 303 F
- A summary of research studies in prognostic testing. CEA 84-89
- DUCKWALL, Rida**
Modern planning for business training: the cupboards at Emporia state. Bus Ed World 34: 14-15 D
- Transcribing machines: for shorthand practice. Bus Ed World 34: 27-29 O
- DUDDY, Edward A. and David A. Revzan**
Marketing: an institutional approach, second ed. McGraw-Hill. 644 p \$6
- DUGAN, James M.**
A study of the community relationships of business teachers in the public secondary schools of Iowa. State University of Iowa, M.A. thesis '52
- DUNBAR, Florence Wissig**
Projects make consumer studies more interesting. Bus Ed World 34: 33-34 O
- DUPLICATING**
Criteria for selecting a duplicating process. Juanita M. Rauch. UBEA Forum 7: 16-18 F
- How much duplicating in clerical practice? Harry Huffman. Bus Ed World 34: 19-20 D
- Master surgery. Loid Michaels. Today's Sec 56: 22-23 N
- Mimeograph duplication. Abraham Kroll. Bus Ed World 33: 490-93 Je
- 150 copies quick. Loid Michaels. Today's Sec 56: 22-23 O
- DURHAM, William H.**
Industry's challenge to schools of business. Coll N & V 6: 1-3 My

DVORAK, Earl A.

Knowledge, skills, and abilities needed by office management executives. J Bus Ed 28: 162 Ja

Office management curriculum problem. J Bus Ed 28: 306 Ap

DYER, H. M.

My favorite device for shorthand theory. Bus Ed World 34: 26-27 N

DYER, R. N.

What industry wants from the commercial colleges. Bus Sch Exec 9: 36-37, 39 Mr

E

EBERT, Geraldine B.

Teaching for concepts, abilities, and understandings in basic business. UBEA Forum 7: 36 Ap

ECKENROD, Gervase A.

An analysis of the business use of electric typewriters in the San Joaquin valley. Fresno State College, '52

ECKERSELEY, Ann L.

Individualizing typewriting instruction. Beacons on Bus Ed 7-8 My

ECONOMICS

Business can help teach economics. N. D. McCombs and G. W. Hohl. School Executive 72: 80-82 F

Economic education and your school. Albert L. Ayars. Bus Tchr 31: 7-8 N

Economic homework. Dwight W. Michener. Amer Bus Ed 10: 27-28, 31 O

Economics for consumers. Leland J. Gordon. American Book. 624 p \$6

Economics for our times, rev. second ed. Augustus H. Smith. 534 p \$3.72

Economics in the secondary schools. James Harvey Dodd. Monograph 80, South-Western Publishing Company. F, 22 p

Education for business-economic concepts in elementary schools. Louis C. Nanassy. J Bus Ed 28: 298 Ap

Effectiveness of film strips in teaching economics. Anthony Stampolis. Education 74: 115-20 O

The foundation for economic education. John F. Lotz. J Bus Ed 28: 199-200 F

Industry-public-school exchange program and effective economic education. R. P. Gallagher. Sch & Soc 77: 295-98 My 9

An instructional unit on the distribution of the national income for use in a college economic course. Sister St. Marie Claire. Boston University, Ed.M. thesis '52

Our economic world. Wallace W. Atwood and Ruth E. Pitt. Ginn. 529 p \$3.76

Proceedings, the twenty-sixth international economic course. N Bus Ed Q 21: 128 p O '52

What is a sound economy? R. B. Heflebower. Amer Bus Ed 9: 140-41 Mr

What is the place of economics in business education? J. H. Dodd. VBE Bul 7: 2-3 Mr

EDWARDS, A. E.

Teen-age career girls. Engl J 42: 437-42 N

EDWARDS, Bernice E.

An analysis of the literature on motivation

EDWARDS, Bernice E. (continued)

in typewriting. Boston University, Ed.M. thesis '52

EDWARDS, Donald A.

Rescuing bookkeeping failures. Bus Tchr 31: 18 N

EDWARDS, Robert Leverle

A distributive education display manual. North Texas State College, M.B.A. thesis '52

EHRENFELD, Alice

Recent trends in general business education. Pennsylvania State College, M.Ed. thesis '52

ELAM, Margaret

Responsibilities of a local supervisor for a cooperative work program in distributive education. N Bus Ed Q 21: 26-30 My

ELLIOTT, James

Operation Christmas. N Mex Bus Ed 14: 3 F

ELLIOTT, William T.

Work-and-turn method of cutting stencils. Bal Sheet 34: 327 Mr

ELLIS, Ila La Vetta

A follow-up study of the graduates of the Ponca City high school for the years 1946 to 1950, inclusive. Oklahoma A. and M. College, M.S. thesis '52

ELY, Margaret H.

See Reynolds, Helen

EMPLOYMENT

Are today's workers different? Otis Lipstreu. Office Exec 28: 34-35 My

Good government needs business graduates. A. R. Mangione, Jr. Bus Ed Observer 24: 18-19 My

ENTERLINE, H. G.

The high school business library. Amer Bus Ed 9: 196-99 My

Second annual problem clinic. Amer Bus Ed 10: 83-100, 107 D

EQUIPMENT and supplies

Accessories for efficiency. Today's Sec 56: 28 O

Adding machines that "think." Bus Ed World 33: 484-85 Je

Care of the typewriter. Marietta Cain. Bus Tchr 31: 10 N

Comfortable seeing in your classroom. George P. Wakefield. Bus Ed World 33: 321-22 Mr

Go after what you need in your typing laboratory. Archie C. Thomas. Bus Ed World 34: 7-8, 33 D

Guide marks on letterhead stationery. Irol Whitmore Balsley. Bal Sheet 35: 105-109 N

How Emporia remodeled its faculty offices. E. C. McGill. Bus Ed World 34: 10-11 N

The influence of mechanization of offices in America on business education curriculum. R. D. Bryan. N Bus Ed Q 21: 71-73 O '52

Keeping typing books in good condition. Wendell J. Heintzman. Typ News 23: 7

Layout and equipment for the business education department. Harry G. Jacobs. Pennsylvania State College, M.Ed. thesis

Layouts and facilities for business education. California Bureau of Business Education. Monograph 81, South-Western Publishing Company. Ap, 52 p

EQUIPMENT and supplies (*continued*)

- Let's go modern—with machines. Stella Traweek. J Bus Ed 29: 65-66 N
- Make your own desk lectern. Richard W. Bond. Bus Ed World 34: 32 S
- Mechanization of the business department is here to stay. Ruth Plimpton Patterson. UBEA Forum 7: 11-15 F
- Meet the New Jersey representatives of business education textbook publishers. Tunis J. Bello. Bus Ed Observer 24: 22-23 My
- Modern planning for business training: high school on a hillside. Louise Boggess. Bus Ed World 34: 9-11 O
- Modern planning for business training—in Georgia. Bus Ed World 33: 220-23 Ja
- Modern planning for business training in Richmond, California. Louise Boggess. Bus Ed World 33: 269-72 F
- Modern planning for business training in South San Francisco, California. Louise Boggess. Bus Ed World 34: 13-15 S
- Modern planning for business training in Wellton, Arizona. Ira A. Murphy and Beatrice Kell Tracy. Bus Ed World 33: 445-47 My
- Modern planning for business training: the cupboards at Emporia state. Rida Duckwall. Bus Ed World 34: 14-15 D
- Modern planning for business training: the Hamilton, Ohio, d.e. room. Betty Martin Kubik. Bus Ed World 34: 18-19 N
- New business education building for Ball state. Bal Sheet 35: 70-71 O
- New business education quarters at Ball state. Ball State C J 25: 3-9, 11, 22 N
- New business equipment. Ann Mereness. *See* issues Bus Ed World
- New business equipment. Walter M. Lange. Bus Ed World 33: 258 Ja
- New in-between-size typewriter. Bus Ed World 33: 489 Je
- New styles in desks. Today's Sec 56: 26-27 O
- Office machines and equipment on parade. *See* issues Office Exec
- Physical equipment and room atmosphere. Estelle L. Popham. Amer Bus Ed Y 23: 33
- Proposed classrooms for business subjects in new high schools. CEA 181-85
- Remington standard has new margin arrangement. Bus Ed World 34: 9 N
- Royal's new "magic tab." Stella Willins. Bus Ed World 34: 10-11 S
- The silent E in light and sound. Edward T. Burda. UBEA Forum 7: 33, 36 Mr
- Smith-Corona celebrates its 50th anniversary in 1953. Alan C. Lloyd. Bus Ed World 33: 341-42 Mr
- Soundcriber offers intensive training course for schools. Bus Ed World 33: 374 Ap
- Storage of supplies for the typewriting classroom. Juanita E. Carter. UBEA Forum 7: 30, 39 Ap
- Teachers can make minor typewriter repairs. Albert W. Fehrenbacher and James M. Thompson. Bal Sheet 34: 211-12 Ja
- Textbook publishing and distribution in America. Lloyd W. King. N Bus Ed Q 21: 68-71 O '52
- Transcribing machines: if you cannot buy

EQUIPMENT and supplies (*continued*)

- them, rent them. E. Dana Gibson. Bus Ed World 34: 29-31 O
- Typing high. Ann Mereness. Today's Sec 56: 18 D
- Up-to-date equipment is necessary for modern office practice. Mary E. Connelly. UBEA Forum 7: 9 F
- We asked for an inch. Dorothy J. Wiczorek. J Bus Ed 29: 117-18, 124 D
- We made our own "lift boxes." Muriel Erion. Bus Ed World 33: 327 Mr
- What you should know about office stationery. Homer Smith. Bus Ed Observer 25: 24-28 N
- What you should know about typewriter ribbons. Homer Smith. Bus Ed Observer 24: 12-14, 42 F
- Wiring plan for electric typewriters. Evelyn F. Kronenwetter. Bus Ed World 33: 497-98 Je
- ERION, Muriel
- We made our own "lift boxes." Bus Ed World 33: 327 Mr
- ETHEREDGE, Elise
- Main street can teach a lesson on office standards. UBEA Forum 7: 37-38 F
- ETIER, Faborn
- General education—its relation to business education. J Bus Ed 28: 328-30 My
- "This freshman business." Coll N & V 6: 18-19 My
- ETTINGER, Clifford
- Filmstrips in business education. UBEA Forum 7: 14-16 Ja
- ETTINGER, Richard P.
- The challenge to American business. J Bus Ed 29: 20-22 O
- EVENING schools
- An evaluation and recommendations for the administration of the evening extension division of institute of applied arts and sciences at New York city. Murray Block. Columbia University, Ed.D. thesis
- Reorganization of curricula for the evening classes of the University of Dayton. Robert I. Mitchell. Ball State Teachers College, M.A. thesis '52
- Shorthand teaching aids for adult evening classes. Rodney G. Wessman. UBEA Forum 8: 33-34 O
- Typewriting for adults in a metropolitan night school: case studies of four typical students. Opal H. DeLancey. Bus Ed World 33: 375-78 Ap
- Typewriting for adults in a metropolitan night school: electrics versus manuals. Opal H. DeLancey. Bus Ed World 33: 330-31, 345 Mr
- EXTRACURRICULAR activities
- The business club. Anne M. Hogan. J Bus Ed 29: 71-72 N
- The business department goes on TV. Helen Hinkson Green. Bus Ed World 34: 23-24, 30 S
- Business education in student activities. Adolph Unruh and Leslie Wehling. School Activities 24: 283-85 My
- Deming distributive education club. Ray Harrison. N Mex Bus Ed 14: 5 My

EXTRACURRICULAR activities (continued)

- Do field trips really pay? Ruth Hedman. Bal Sheet 34: 397-99 My
- FBLA at Taos. Rosina Rodriguez. N Mex Bus Ed 14: 11 My
- The future business leaders of America. Gladys Peck. N Bus Ed Q 21: 39-44 My
- A handbook for advisers of high school business clubs. Elaine Fenner. Monograph 82, South-Western Publishing Company. My, 63 p
- A handbook for advisers of high school business clubs which are not affiliated with future business leaders of America. Elaine Fenner. Bowling Green (Ohio) State University, M.Ed. thesis '52
- How to plan a 15-minute radio program. Edward C. Jones. Bus Ed World 33: 325-26 Mr
- The junior achievement program in cathedral high school. Sister Ann Pierre. Cath Bus Ed R 4: 49-54 F
- A magazet for the office practice class. Edith V. Hafer. UBEA Forum 7: 33-34 F
- The office practice class and the school newspaper. Sister Mary Anne Joseph. UBEA Forum 7: 24-25 F
- Operation Christmas. James Elliott. N Mex Bus Ed 14: 3 F
- Problems of organizing and managing clubs for business students. Amer Bus Ed 10: 98-100 D
- Spring cleaning your business-club programs. Helen Hinkson Green. Bus Ed World 33: 451-52, 460 My
- State commerce club notes. Lillian Rogers. See issues N Mex Bus Ed
- A survey of the extra-curricular activities of the business education majors graduating in 1953 from the Delaware county (Indiana) high schools. William C. Wayne. Ball State Teachers College, M.A. thesis
- A typing club in junior high school can be functional. John E. Szabo. Bal Sheet 34: 391-92 My
- The use of assembly programs to recruit more business majors. Helen Hinkson Green. Bus Ed World 33: 389-90, 409 Ap
- The use of dramatics to recruit more business majors. Helen H. Green. Bus Ed World 33: 235, 243 Ja
- "You get your money's worth when you buy a business education." Helen Hinkson Green. Bus Ed World 33: 339-40, 349 Mr

EYSTER, Elvin S.

- Cooperative attack on administrative problems. UBEA Forum 7: 4, 6 F
- Essential qualities for teaching competency in collegiate schools of business. J Bus Ed 29: 59, 64 N
- Federal services for business education. J Bus Ed 28: 227, 244 Mr

F

FEHRENBACHER, Albert W. and James M. Thompson

- Teachers can make minor typewriter repairs. Bal Sheet 34: 211-12 Ja

FELLER, D. W.

- See Chandler, Dorothea

FELTER, Emma K.

- Adjusting to vocational life through clerical practice. Amer Bus Ed 9: 147-51 Mr
- Record keeping—key project and payroll project. CEA 157-78

— and Aili Kenny

- Walton high school department of business training—report on sale of greeting cards. CEA 147-56

FENNER, Elaine

- A handbook for advisers of high school business clubs. Monograph 82, South-Western Publishing Company. My, 63 p
- A handbook for advisers of high school business clubs which are not affiliated with future business leaders of America. Bowling Green (Ohio) State University, M.Ed. thesis '52

FERGUSON, Harold

- See Bates, Gertrude

FILING

- Filing at the UN. Marthe Gross. Today's Sec 56: 12-13 D
- Filing in an architect's office. M. J. Angerer. Today's Sec 56: 14-15 O
- Filing practice workbook. Pitman. 32 p \$6.00
- Filing: teaching the use of cabinets. Jordan Hale. Bus Ed World 34: 19-21 O
- Finger-tip filing. George Boyd. J Bus Ed 29: 115-16 D
- Getting the most out of the filing unit. Earl F. Rock. Bus Ed World 33: 332-33, 345 Mr
- How much filing in clerical practice? Harry Huffman. Bus Ed World 34: 17-18 O
- How to teach "instant indexing." Leroy A. Brendel. Bus Ed World 34: 21-22 N
- A suggested filing unit for training secretaries. Charlotte Boren. Bal Sheet 34: 273 F
- You file this way in a large-sized office. Marthe Gross. Today's Sec 55: 502-503 Je
- You file this way in a medium-sized office. Marthe Gross. Today's Sec 55: 398-99 Ap
- You file this way in a small branch office. Marthe Gross. Today's Sec 55: 292-93 F

FISHER, Sanford L.

- Challenges for a new and better day for private business schools. Bus Sch Exec 9: 92-93 S

FLEET, Mildred Hupp

- A survey of office machines in major industries and selected offices of New Castle, Indiana, 1951. Ball State Teachers College, M.A. thesis '52

FLOWERS, A. W.

- It works for me. Bal Sheet 34: 309 Mr

FOLLOW-UP studies

- An alumnae luncheon. Meriam Tate. Bus Ed World 33: 224 Ja
- A check-up of the recommendations made as a result of a follow-up study of business graduates. Barbara H. Kunhardt. Bal Sheet 35: 154-57 D
- Employer appraisals of the 1947, 1948, and 1949 graduates of Knoxville (Tennessee) high school. Raymond L. Jones. University of Tennessee, M.S. thesis '52
- A follow-up study of commercial graduates of Washington technical high school, St. Louis, Missouri, including postgraduate stu-

FOLLOW-UP studies (continued)

- dents, 1946-51. Gladys T. Austin. State University of Iowa, M.A. thesis '52
- A follow-up study of graduates of DuPont high school (Old Hickory, Tennessee). Nina Williams. University of Tennessee, M.S. thesis '52
- A follow-up study of selected graduates of Pryor high school for the years 1946 to 1950, inclusive. Edna Pearl Rodgers. Oklahoma A. and M. College, M.S. thesis '52
- A follow-up study of selected graduates of science hill high school (Johnson City, Tennessee) 1939-1948. Frank A. Tannewitz. University of Tennessee, M.S. thesis '52
- A follow-up study of the business education graduates of Whitewater state teachers college, 1945-50, with particular emphasis on factors affecting the adjustment to the initial teaching position. John L. Teitgen. State University of Iowa, M.A. thesis '52
- A follow-up study of the business graduates of Thomasville senior high school for the years 1944-51. Hayward Bond. Florida State University, M.S. thesis '52
- A follow-up study of the commercial graduates of Burlington high school during the years 1947-51. Edward E. Park. State University of Iowa, M.A. thesis '52
- A follow-up study of the Crawford community high school graduates, Arma, Kansas, from 1945 through 1951. Dorothea Mae Wallace. Kansas (Pittsburg) State Teachers College, M.S. thesis '52
- A follow-up study of the graduates of Benton high school for the years 1940-1949. Jack Smythe. University of Wisconsin, M.S. thesis '52
- A follow-up study of the graduates of Iowa City high school, 1947, 1949, 1951, with particular emphasis on those pupils in business education. Edith Frey. State University of Iowa, M.A. thesis '52
- A follow-up study of the graduates of the department of business education at Tennessee agricultural and industrial state college with implications for evaluating the curriculum and guidance program. Harry Theron Boyd. Tennessee A. and I. State College, M.S. '51
- A follow-up study of the graduates of the Ponca City high school for the years 1946 to 1950, inclusive. Ila La Vetta Ellis. Oklahoma A. and M. College, M.S. thesis '52
- A follow-up study of the graduates who have studied shorthand and typewriting in the Douglass (Illinois) high school from 1939 to 1951. Agnes Holt Williams. Ball State Teachers College, M.A. thesis '52
- A follow-up study of the 1950 graduates of Washington high school, New London, Wisconsin, M.S. thesis '52
- A follow-up study of the 1948-1951 graduates of Lincoln (Franklin county, Gahanna, Ohio) who had studied one or more business education subject. Faye Louise Smith. Ohio State University, M.A. thesis '52
- A follow-up study of the 1949 graduates of a

FOLLOW-UP studies (continued)

- large high school. Dorothy MacLeish. University of Wisconsin, M.S. thesis '52
- A follow-up study of the 1947-1951 business graduates of Woburn high school, Woburn, Massachusetts. Louis S. Mawn. Boston University, Ed.M. thesis '52
- A follow-up study of the Unionville (Missouri) high school graduates with business education training for the years 1948-1950. Mary E. Witherow. State University of Iowa, M.A. thesis '52
- Follow-up study to determine the extent to which the pupils at Washington junior high school, Pontiac, Michigan, had used their personal use typewriting. Margaret Nielsen. University of Wisconsin, M.S. thesis '52
- Personal typewriting—a follow-up study. Ruth Cordle. Woman's College of the University of North Carolina, M.S. thesis '52
- Vocational status of business education graduates. John W. Tabb. Bal Sheet 34: 388-90 My
- FORD, Elverton A.
Work experience—a must. Bal Sheet 34: 196-99 Ja
- FORKNER, Hamden L.
A brief overview of secondary education. N Bus Ed Q 21: 29-31 O '52
Dear Mr. Administrator. Dict Ed F 6-9 F-Mr
Guidance to good teaching. Dict Ed F 9-12 Ap-My
A letter to the principal. Bal Sheet 34: 250-51 F
Mr. Smith and his secretary. Dict Ed F 8-11 D
Now is the time to recruit business teachers. Dict Ed F 8-11 S
See also Carlson, Paul L.
- FORTIN, Laurent
Towards a greater profession. Beacons on Bus Ed 3 My
- FOSDICK, Marion E.
Christmas in the classroom—shorthand carols. Bus Ed World 34: 13 D
My favorite device for transcription. Bus Ed World 33: 509 Je
- FOSTER, Major, Jules Bogen, et al.
Money and banking, fourth ed. Prentice-Hall. 683 p \$8
- FOX, A. C.
Salesmanship—"V.I.P." T S Bus Ed 21-29 N
- FRAKES, George P. and Wayne E. Johnson
It's your job—you're responsible. UBFA Forum 7: 31-32, 39 Ap
- FRAKES, John C.
"We did something about correct telephone technique." Bus Ed World 34: 22-23 O
- FRANCIS, William Don
Motivating stimuli in typing. Typ News 23: 4, 7
- FRANKEL, Beatrice Brodsky
Bookkeeping instruction in a private business school. Amer Bus Ed Y 320-24
- FREEDLANDER, H. A.
Why business machines. T S Bus Ed 42-45 N
- FREEMAN, M. Herbert
Bookkeeping class, September. Bus Ed World 34: 19-20, 29 S

FREEMAN, M. Herbert (*continued*)

- General business training library. Amer Bus Ed 9: 200-13 My
Problems of the elementary bookkeeping teacher. J Bus Ed 28: 331-32 My
What is the relation between business arithmetic instruction and bookkeeping instruction? UBEA Forum 8: 9-11 D
See also Hanna, J. Marshall
— and Gilbert Kahn
Bookkeeping tests. Bus Tchr 30: 155-56 Mr
— J. Marshall Hanna, and Gilbert Kahn
Bookkeeping simplified. Gregg. 481 p \$2.96
— and Louis C. Nanassy
Business education index—1952. Delta Pi Epsilon. Gregg. 78 p

FREY, Edith

- A follow-up study of the graduates of Iowa City high school, 1947, 1949, 1951, with particular emphasis on those pupils in business education. State University of Iowa, M.A. thesis '52

FRIEDMAN, Sherwood and Jack Grossman

- Modern clerical practice, basic course. Pitman. 382 p \$2.60

FRIES, Albert C.

- The business educator and community activities: enjoyments and satisfactions. N Bus Ed Q 21: 5-7 D '52

FRISCH, Vern A.

- An analysis of clerical business typing papers and forms for the improvement of instructional materials. New York University, Ed.D. thesis

FRITZ, Noble V.

- A study to determine how well the business education department of Punxsutawney high school is meeting the community needs of Punxsutawney firms who hire its graduates for office and sales work. Pennsylvania State College, M.Ed. thesis '52

FROELICH, Paul E.

- Determination of content and procedures of a bookkeeping methods course. New York University, Ed.D. thesis

FROSCH, Adrienne

- See Rosen, Seymour

- Hints to pass on to your dictator. Today's Sec 55: 346-47 Mr

FUEGEN, Alvin J.

- A study of business education in the small high schools of Clinton county, Iowa, including a follow-up study of the graduates of Goose Lake, Iowa, consolidated school, 1945-51. State University of Iowa, M.A. thesis '52

FUTURE business leaders of America

- Activities of future business leaders of America. M. E. Studebaker. Ball State C J 24: 7 My
The future business leader. See issues UBEA Forum
The future business leaders of America. Gladys Peck. N Bus Ed Q 21: 39-44 My
FBLA at Taos. Rosina Rodriguez. N Mex Bus Ed 14: 11 My
FBLA forum. See issues UBEA Forum
The 1954 FBLA convention. UBEA Forum 8: 49-50 D

FUTURE business leaders of America (*continued*)

- We asked for an inch. Dorothy J. Wiczorek. J Bus Ed 29: 117-18, 124 D
Why I sponsor an FBLA club. Katherine B. Snair. Bus Ed Newsletter 1: 3-4 D

G

GAMMARDELLA, Frank R.

- What students think about pull. Bus Ed World 33: 344 Mr

GANS, Roma

- Teacher education in America and teachers college program of teacher education. N Bus Ed Q 21: 46-50 O '52

GARRETT, Max E.

- Classification and analysis of free and inexpensive printed materials for use in teaching general business in high school. University of Tennessee, M.S. thesis '52

GARRISON, Lloyd L.

- Puzzlegams for bookkeeping students. Bus Ed World 33: 225-26 Ja

GARVEY, Claudia

- Do you think like a good secretary? Today's Sec 55: 402 Ap

GENDRON, M. Gerard

- See Beede, Donald C.

GEOGRAPHY, commercial

- Economic geography library. Edward L. Cooper. Amer Bus Ed 9: 225-29 My
Our economic world. Wallace W. Atwood and Ruth E. Pitt. Ginn. 529 p \$3.76

GERBER, Helmut E.

- The writing business or business writing? Coll N & V 7: 9-12 O

GERIG, Earl A.

- 60-day-6% or 360-day-6%? Bus Ed World 34: 18, 28 S

GERMANY

- Business education in Germany. Willi Gellert. N Bus Ed Q 22: 61-64 O

GETZ, George S.

- Business law for everyday living. Prentice-Hall. 396 p \$3.70

GHESSIE, Frank, Jr.

- Selection of students for business education. Pennsylvania State College, M.Ed. thesis '52

- Some recent trends in general business that will aid in building a better program and make for better teaching within the program. Pennsylvania State College, M.Ed. thesis '52

GIBSON, E. Dana

- Audio-visual aids: how to become a projection expert. Bus Ed World 34: 23-24 D

- Ideal audio-visual equipment for typewriting. UBEA Forum 8: 15-18 N

- Transcribing machines: if you cannot buy them, rent them. Bus Ed World 34: 29-31 O

- and William Allen

- Projection and reception techniques—television and radio. Amer Bus Ed Y 163-89

GILLESPIE, Karen R.

- See Wingate, Isabel B.

GOHN, Virginia and James C. Taylor

- Participating in group demonstrations. Amer Bus Ed Y 58-63

- GOLD, Irving J.**
Films and filmstrips. *Sec Studies in Action* 2 Mr
- GOODFELLOW, Raymond C.**
My trip abroad. *Bus Ed Observer* 25: 8-9 N
See also Agnew, Peter L.
- GORDON, Leland J.**
Economics for consumers. *American Book*. 624 p \$6
- GOULD, Florence B.**
How to quit your job. *Today's Sec* 55: 457 My
- GRAHAM, Jessie**
Consumer classes can be popular. *Bus Tchr* 31: 9-11 S-O
— and Claude Owen
Report of the UBEA research foundation study on work experience in business education. *N Bus Ed Q* 21: 56-71 Mr
- GREEN, David B.**
Field trips, guest speakers, films, and other visual materials available to high schools in metropolitan Boston. *Boston University, Ed.M. thesis* '52
- GREEN, H. H.**
The nature of business dictation. *J Bus Ed* 28: 162 Ja
- GREEN, Helen Hinkson**
The business department goes on TV. *Bus Ed World* 34: 23-24, 30 S
Open house! *Bus Ed World* 33: 279-80, 295 F
Spring cleaning your business-club programs. *Bus Ed World* 33: 451-52, 460 My
The use of assembly programs to recruit more business majors. *Bus Ed World* 33: 389-90, 409 Ap
The use of dramatics to recruit more business majors. *Bus Ed World* 33: 235, 243 Ja
"You get your money's worth when you buy a business education." *Bus Ed World* 33: 339-40, 349 Mr
- GREENSPAN, Philip**
Teaching financial statements. *Bal Sheet* 34: 231 Ja
- GREGG, John Robert, Ildefonso Torreblanca, and Otto H. Haelsig**
Diccionario de la taquigrafia Gregg simplificada. Gregg. 174 p \$2.50
Taquigrafia Gregg simplificada. Gregg. 252 p \$2.50
- GRESS, John**
See Reigner, Charles
- GRIFFITH, Eula Williams**
A hospital typewriting program. *Typ News* 23: 3
- GROSS, Marthe**
Filing at the UN. *Today's Sec* 56: 12-13 D
You file this way in a large-sized office. *Today's Sec* 55: 502-503 Je
You file this way in a medium-sized office. *Today's Sec* 55: 398-99 Ap
You file this way in a small branch office. *Today's Sec* 55: 292-93 F
- GROSSMAN, Jack**
"Eyes right." *Sec Studies in Action* 1, 5-7 Mr
Graded office-style dictation. *Pitman*. 136 p \$2
Lesson planning for the typewriting class. *Typ News* 23: 1-2
See also Friedman, Sherwood
- GUIDANCE**
Better training, selection, and placement through measurement of clerical aptitudes. *Paul L. Turse. Bal Sheet* 35: 54-58 O
Can we predict superior achievement in shorthand? *Simon A. Duchan. Bus Ed World* 33: 276-77, 303 F
Careers in distributive trades for those planning to attend college. *Sidney Blitz. CEA* 101-109
Choosing your business course. *Wesley E. Scott, Arthur Hertzfeld, and F. Howard Strouse. Rowe*. 48 p \$.64
Evaluate your guidance program in business education. *H. E. Binford. N Bus Ed Q* 21: 31-34 My
A follow-up study of the graduates of the department of business education at Tennessee agricultural and industrial state college with implications for evaluating the curriculum and guidance program. *Harry Theron Boyd. Tennessee A. and I. State College, M.S.* '51
Good teaching is good guidance! *Edward Samuels. Sec Studies in Action* 3, 7 Mr
Guidance in business education. *Theodore Mahaffey. Bal Sheet* 35: 59-61 O
Guidance in business education; suggestions for counselors and administrators. *Monograph* 83, South-Western Publishing Company, Ag, 32 p
Guidance in graduate business education. *John McBeth, Glen E. Murphy, and Clara Sellers. J Bus Ed* 28: 342-44 My
Guidance in the bookkeeping classroom. *J Marshall Hanna and M. Herbert Freeman. Bus Tchr* 31: 10-11 D-Ja
A guidance program for school of business students. *Novelda Rhine, Clara Frances Martin, and Opal Smith. Coll N & V* 7: 11-13 D
The guidance program in the American high school and what it tries to do. *Honora M. Noyes. Inter R for Bus Ed* 42: 45-48 N
A guidance program in two private business schools in Hawaii. *Thomas M. C. Chang. Bal Sheet* 34: 347-48, 354 Ap
Guidance tests that predict success in business education. *George W. Linnane. Bal Sheet* 35: 63-65 O
Job seminar. *Bernard P. Corbman. J Bus Ed* 28: 197-98 F
A means of prognosticating the probable success of shorthand students at Academy high school for guidance purposes. *Margaret J. McMahon. Pennsylvania State College, M.Ed. thesis* '52
Preparing your students for industry. *Robert Hershey. Sec Studies in Action* 6: 1, 6 O
Problems of maintaining a satisfactory guidance program for business students. *Amer. Bus Ed* 10: 94-95 D
Selection of students for business education. *Frank Ghessie, Jr. Pennsylvania State College, M.Ed. thesis* '52
A study of attitudes toward teaching and of vocational interests of the student body of a state teachers college. *Richard Hallisy. University of Pittsburgh, Ph.D. thesis*
A study of prognosis in shorthand. *Sister*

GUIDANCE (*continued*)

- Marie Laurence Kortendick. University of Wisconsin, M.S. thesis '52
- A study of the predictive value of the Detroit clerical aptitude examination. Fred S. Cook. University of Michigan, Ph.D. thesis '52
- A survey of studies on prognosis in short-hand. R. Barry Rees. Pennsylvania State College, M.Ed. thesis '52
- A survey of the graduates of Knoxville high school (Tennessee), 1947, 1948, and 1949 with special emphasis on guidance and curriculum. William H. Baker. University of Tennessee, M.S. thesis '52
- A survey of the responsibilities and activities of selected business teachers in the guidance programs of north central white public high schools in Oklahoma. Helen P. Carruth. Oklahoma A. and M. College, M.S. thesis
- GURNOE, Donald George
The status of administrative on-the-job training within selected units of the United States air force. University of Minnesota, M.A. thesis '52
- GUTHMANN, Harry G.
Analysis of financial statements. Prentice-Hall. 680 p \$9.35
- GUTHRIE, Mearl R.
Choicemaking—the "backbone" of consumer education. UBEA Forum 7: 11-12 Mr
- GUY, Hollis
Know your national council for business education. UBEA Forum 7: 41 Ap
- GUY, Hollis
Research in business education completed or under way, 1952-53. N Bus Ed Q 21: 72-80 Mr; 45-52 My
UBEA divisions provide a continuing program of action for the profession. N Bus Ed Q 22: 2-4 O

H

- HABELT, Anton
How much mathematics in accounting instruction? N Bus Ed Q 22: 56-60 O
- HAELSIG, Otto H.
See Gregg, John Robert
- HAFER, Edith V.
A magazet for the office practice class. UBEA Forum 7: 33-34 F
- HAGAR, Hubert A., Marie M. Stewart, and E. Lillian Hutchinson
Business English and letter writing. Gregg. 561 p \$2.96
Business English, third ed. Gregg. 402 p \$2.40
Business letter writing. Gregg. 247 p \$2.20
- HAGEN, John
Bookkeeping instruction should start where you find the student. Bal Sheet 35: 52-53, 58 O
- HAIDOS, George
A survey of the requirements for office occupations in Hibbing, Minnesota. State University of Iowa, M.A. thesis '52
- HALAN, Robert
And one to grow on! Today's Sec 55: 449, 482 My

HALE, Jordan

- "Context clues"—a typing device for pre-transcription training. Bus Ed World 33: 282-83, 303 F
Filing: teaching the use of cabinets. Bus Ed World 34: 19-21 O
Teach them how to read want ads. Bus Ed World 33: 504-505 Je
- HALL, James Curtis
Current office practices and procedures with implications for developing occupational intelligence. Virginia Polytechnic Institute, M.S. thesis '52
See also Crumley, L. Marguerite
- HALL, Linnie Ruth
State supervision of business education, with implications for the state of Oklahoma. J Bus Ed 28: 162 Ja
- HALLISY, Richard
A study of attitudes toward teaching and of vocational interests of the student body of a state teachers college. University of Pittsburgh, Ph.D. thesis
- HAMILTON, Herbert A.
Relationship of success in beginning clerical occupations to achievement in the informational and skills aspects of the general office clerical division of the national business entrance tests service. J Bus Ed 29: 129 D; Delta Pi Epsilon Research Award Series, Oklahoma A. and M. College, 95 p
- HAMMAN, Margaret Schendel
The validity of the clerical aptitude rating as a factor in the classification of WAFS in the stenographic school. Oklahoma A. and M. College, M.S. thesis
- HAMPTON, Robert E.
A study of the shopping habits of the people of Chico, California. Chico State College, M.A. thesis '52
- HANDY, John A., Jr.
Office managers make good presidents. Office Exec 28: 7-8 N
- HANDY, Ralph S.
Business correspondence in practice. Pitman. 256 p \$2.60
- HANNA, J. Marshall
Bookkeeping. See issues Bus Tchr
See also Freeman, M. Herbert
See also Walker, Arthur L.
— and M. Herbert Freeman
Do you really teach bookkeeping? Bus Tchr 30: 232-33 My-Je
Guidance in the bookkeeping classroom. Bus Tchr 31: 10-11 D-Ja
- HANOVER, Frances M.
Business education helps the handicapped. Bal Sheet 34: 206-209 Ja
- HANSEN, Kenneth J.
Developing sound administrative practices. N Bus Ed Q 21: 3 My
Professional reading. See issues Bus Ed World
- HARAP, Henry
Curriculum trends at mid-century. Delta Pi Epsilon Lecture Series. South-Western Publishing Company, 39 p
- HARCAR, George A.
You are a good teacher. T S Bus Ed 13-19 N
- HARDAWAY, Mathilde
Factors in and related to successful student

- HARDAWAY, Mathilde** (*continued*)
teaching of business subjects. N Bus Ed Q 21: 27-34 Mr
- HARDER, Virgil E.**
The application letter as superintendents want it. J Bus Ed 28: 283-85 Ap
- HARMS, Ada May**
Expressed interests of high school students. University of Nebraska, M.A. thesis '52
- HARMS, Harm**
Eliminating students' gripes through fair evaluation. UBEA Forum 8: 35-37 D
- HARRIS, Brother Philip**
Using the opaque projector in business education. UBEA Forum 7: 12-14 Ja
- HARRISON, Ray**
Deming distributive education club. N Mex Bus Ed 14: 5 My
- HARTFORD, Ellis Ford**
Emphasize moral values. Amer Bus Ed 10: 29-31 O
- HAUBERT, John R.**
General business is "life adjustment." Bus Tchr 31: 14, 19 D-Ja
- HAUSER, Marvin**
Bookkeeping practices versus bookkeeping courses. Bus Ed World 33: 456-57 My
A survey of the bookkeeping systems and practices in the retail businesses of White-water, Wisconsin. University of Wisconsin, M.S. thesis '52
- HAWAII**
A guidance program in two private business schools in Hawaii. Thomas M. C. Chang. Bal Sheet 34: 347-48, 354 Ap
A study of the development of education in the Hawaiian Islands with special reference to business education in the public high schools on the island of Oahu. Walter Wataru Nakamoto. State University of Iowa, M.A. thesis '52
- HAY, Robert D.**
Recommended practice for writing numbers. ABWA Bul 17: 6-11 Ap
What businessmen want in application letters. Bus Ed World 34: 7-9 S
- HAYDEN, Carlos K.**
The first two weeks of typewriting. Bal Sheet 34: 292-95, 306 Mr
- HEAPE, Rita Polk**
Teaching techniques for first-year shorthand. UBEA Forum 7: 29, 34 F
- HECHT, Joseph C.**
My favorite device for teaching selling. Bus Ed World 34: 12 N
A switch—businessmen come to classrooms. J Bus Ed 28: 323-24 My
- HEDMAN, Ruth**
Do field trips really pay? Bal Sheet 34: 397-99 My
- HEFFLEY, Edgar**
A day in the office practice class. UBEA Forum 7: 18-20 F
- HEFLEBOWER, R. B.**
What is a sound economy? Amer Bus Ed 9: 140-41 Mr
- HEIMERL, Ramon P.**
Business education in Minnesota high schools. Bal Sheet 35: 159-63 D
Consumer economics and business principles. Amer Bus Ed 9: 214-24 My
- HEIMERL, Ramon P.** (*continued*)
The status of business education in Minnesota public schools. University of Minnesota, Ph.D. thesis '52
The status of business education in the public secondary schools of Minnesota. J Bus Ed 28: 346 My
What does the business teacher need? Bus Tchr 31: 19-20 S-O
- HEINEN, Marian**
Typewriting numbers in clerical practice. UBEA Forum 8: 13-14 N
- HEINTZMAN, Wendell J.**
Keeping typing books in good condition. Typ News 23: 7
- HELM, Elmer L.**
Business is cooperating. CEA 77-79
- HENDERSON, Robert Lee**
A survey of business education in public secondary schools of Northeast Missouri, 1951-52. Northeast Missouri State Teachers College, A.M. thesis '52
- HENDRICKSON, Stanford**
Teaching teachers what's what in business. J Bus Ed 28: 218 F
- HENDRICKSON, William**
Analysis and evaluation of public relations activities and practices for the improvement of public relations in business education. Columbia University, Ed.D. thesis
- HENDRIX, O. R.**
Predicting success in elementary accounting. J Ap Psychol 37: 75-77 Ap
- HENRY, Lorna and James Joseph**
Story behind the story in Hollywood. Today's Sec 56: 16-17, 51 D
- HERRING, J. Virgil**
Research findings relative to students' achievement in bookkeeping and accounting. UBEA Forum 8: 31-32 O
What to read in business education. Ball State C J 24: 8-9 My
- HERSHEY, Robert**
Preparing your students for industry. Sec Studies in Action 6: 1, 6 O
- HERTZFELD, Arthur**
See Scott, Wesley E.
- HEUER, Leone Ann**
The h.f.c. consumer booklets have been revised and improved. Bus Ed World 33: 286 F
- HICKS, Charles B.**
Human relations in secretarial practice. Bus Ed World 33: 273-74 F
Realism in secretarial practice. Bus Ed World 33: 233-34 Ja
Reviewing the "basics" in secretarial practice. Bus Ed World 33: 337-38 Mr
- HIGH school**
A brief overview of secondary education. Hamden L. Forkner. N Bus Ed Q 21: 29-31 O '52
Business education in Minnesota high schools. Ramon P. Heimerl. Bal Sheet 35: 159-63 D
A check-up of the recommendations made as a result of a follow-up study of business graduates. Barbara H. Kunhardt. Bal Sheet 35: 154-57 D
A comparison of studies of status and trends in general business in the high schools of

HIGH school (continued)

Arkansas, Kansas, Missouri, and Oklahoma. Victor Lee Van Hook. Oklahoma A. and M. College, M.S. thesis '52

A comparison of the philosophy and objectives of distributive education and consumer education in the senior high school. Donald A. Martin. University of Minnesota, M.A. thesis '52

Expanding facilities in the business education department, Lebanon senior high school, Lebanon, Pennsylvania. Sara K. Wagner. Pennsylvania State College, M.Ed. thesis '52

A follow-up study of commercial graduates of Washington technical high school, St. Louis, Missouri, including postgraduate students, 1946-51. Gladys T. Austin. State University of Iowa, M.A., thesis '52

A follow-up study of the business graduates of Thomasville senior high school for the years 1944-51. Hayward Bond. Florida State University, M.S. thesis '52

A follow-up study of the Crawford community high school graduates, Arma, Kansas, from 1945 through 1951. Dorothea Mae Wallace. Kansas (Pittsburg) State Teachers College, M.S. thesis '52

A follow-up study of the graduates of the Ponca City high school for the years 1946 to 1950, inclusive. Ila La Vetta Ellis. Oklahoma A. and M. College, M.S. thesis '52

A follow-up study of the graduates who have studied shorthand and typewriting in the Douglass (Illinois) high school from 1939 to 1951. Agnes Holt Williams. Ball State Teachers College, M.A. thesis '52

A follow-up study of the 1950 graduates of Washington high school, New London, Wisconsin. Herald Olson. University of Wisconsin, M.S. thesis '52

A follow-up study of the 1949 graduates of a large high school. Dorothy MacLeish. University of Wisconsin, M.S. thesis '52

A follow-up study of the 1947-1951 business graduates of Woburn high school, Woburn, Massachusetts. Louis S. Mawn. Boston University, Ed.M. thesis, '52

A follow-up study of the Unionville (Missouri) high school graduates with business education training for the years 1948-1950. Mary E. Witherow. State University of Iowa, M.A. thesis '52

The high school equivalency diploma. Sylvia A. Berns. Bus Ed World 33: 379 Ap

Improving business education in high schools. Evelyn R. Larson. University of North Dakota, M.S. in Ed. thesis '52

A proposed course of study to combine shorthand II and typewriting II into one secretarial training class in the small high school. Gloria Gray Zajick. State University of Iowa, M.A. thesis '52

A scale for determining the attitudes of high school business education students toward certain aspects of office work. James L. Stuart. Ohio State University, Ph.D. thesis '52

So you don't like small schools! Rose Colibraro. Bal Sheet 35: 148-49 D

A study of basic business education in the

HIGH school (continued)

Neenah junior and senior high schools. Kenneth Peterson. University of Wisconsin, M.S. thesis '52

A study of business education in the small high schools of Clinton county, Iowa, including a follow-up study of the graduates of Goose Lake, Iowa, consolidated school, 1945-51. Alvin J. Fuegen. State University of Iowa, M.A. thesis '52

A study of work-experience programs in business education as offered in the public secondary schools of Iowa, 1951-1952, in towns of 2000 or more population. LuVella Steuck. State University of Iowa, M.A. thesis '52

A study showing the enrollments in business education subjects in the public high schools (grades 9-12) of Wisconsin. Janet Huebner. University of Wisconsin, M.S. thesis '52

A study to determine some of the problems of high school business education in Oklahoma and to provide a basis for recommendations for its improvement. James W. Little. Oklahoma A. and M. College, M.S. thesis '52

A survey of business education in public secondary schools of Northeast Missouri, 1951-52. Robert Lee Henderson. Northeast Missouri State Teachers College, A.M. thesis '52

A survey of credit recommended for typewriting in the public high schools in the United States. Marion Canright. Ohio State University, M.A. thesis '52

A survey of the business education course offerings of Wisconsin high schools of 200 to 500 pupil enrollments. George P. Hunt. State University of Iowa, M.A. thesis '52

A survey of the extra-curricular activities of the business education majors graduating in 1953 from the Delaware county (Indiana) high schools. William C. Wayne. Ball State Teachers College, M.A. thesis

A survey of the status of business education in the high schools of Florida for the school year of 1951-52. Agnes Aspinall. Florida State University, M.S. thesis '52

Training for retailing in secondary schools and colleges. John W. Wingate. N Bus Ed Q 21: 40-42 O '52

HILBERT, Malinda

A study of the achievement of shorthand transcription students in separate and in integrated courses. State University of Iowa, M.A. thesis '52

HINKEL, Clayton Howard

A survey of the status of business arithmetic in eastern Pennsylvania high schools. Pennsylvania State College, Ed.D. thesis '52

HOCHSTEIN, Rolaine B.

Secretary to Ellery Queen. Today's Sec 55: 445-48 My

HODGES, W. M.

Traits of a good secretary. J Bus Ed 28: 358 My

HOGAN, Anne M.

The business club. J Bus Ed 29: 71-72 N

HOHL, G. W.

See McCombs, N. D.

HOLMQUIST, Eva

Holmquist's handelsinstitut—a Swedish commercial college. *Amer Bus Ed* 10: 20-22 O

HOLT, Hal Frank

An evaluation of the general business courses in the terminal program of the junior college. University of Pittsburgh, Ed.D. thesis '52

HOLTHAM, Anne

A criterion for allowing students to elect typewriting as an extra subject. Pennsylvania State College, M.Ed. thesis '52

HOOPER, Sam L.

See Boling, Clem

HOPKINS, H. D.

Our new look. *Bus Sch Exec* 8: 99-102 D '52

HORN, C. Dwight

Criteria for individual instruction. *Amer Bus Ed Y* 340-45

HOSLER, Russell J.

See Leslie, Louis A.

HOUSE, Forest Wayne

Are you solving the reading problem in bookkeeping? *Bus Ed World* 33: 291-92 F

Factors affecting student achievement in beginning bookkeeping in the high school. *J Bus Ed* 29: 128-29 D

How to improve the skills of bookkeeping students who are deficient in arithmetic competency. *UBEA Forum* 8: 14-16 D

We can solve the arithmetic problem in bookkeeping. *Bus Ed World* 33: 387-88 Ap

HOWARD, Bion B. and Miller Upton

Introduction to business finance. McGraw-Hill. 565 \$6

HUCK, Virginia

Two secretaries earn extra money in their spare time. *Today's Sec* 55: 340-41, 375 Mr

HUEBNER, Janet

A study showing the enrollments in business education subjects in the public high schools (grades 9-12) of Wisconsin. University of Wisconsin, M.S. thesis '52

HUFFMAN, Harry

Clerical practice isn't necessarily office practice. *Bus Ed World* 33: 384-86 Ap

14 principles to follow in setting up a clerical-practice course. *Bus Ed World* 34: 16-17 S

How much arithmetic in clerical practice? *Bus Ed World* 34: 16-17 N

How much duplicating in clerical practice? *Bus Ed World* 34: 19-20 D

How much filing in clerical practice? *Bus Ed World* 34: 17-18 O

Identification of common and basic office operations. *UBEA Forum* 7: 12-14 My

The instructor. *Amer Bus Ed Y* 10-22

Should business arithmetic instruction be reorganized? *J Bus Ed* 28: 325-27, 344 My

What is "clerical practice"? *Bus Tchr* 31: 9-10 N

What should we teach in a clerical-practice course? *Bus Ed World* 33: 440-42 My

Who should study clerical practice? *Bus Ed World* 33: 486-88 Je

HUGGARD, Edith H.

Ranking and grading the shorthand class. *UBEA Forum* 7: 25, 32 Ja

HUGHES, Marjorie and James Joseph

Secretary to Bob Hope. *Today's Sec* 55: 333-36 Mr

HUMAN relations

Human relations in secretarial practice. Charles B. Hicks. *Bus Ed World* 33: 273-74 F

Personality and human relations in business. Louis A. Rice, Amedeo G. Sferra, and Mary E. Wright. Gregg. 202 p \$2.50

Requirements of office personnel. MacHenry Schafer. *Amer Bus Ed* 9: 173-75 Mr

HUMPHREYS, John R.

Educational respectability. *Bus Sch Exec* 9: 3-6, 27 Mr

HUNT, George P.

A survey of the business education course offerings of Wisconsin high schools of 200 to 500 pupil enrollments. State University of Iowa, M.A. thesis '52

HUNTER, Roy O.

Does your school offer courses in office machines? *UBEA Forum* 7: 35 Ap

HURLEY, Morris C.

Elements of business administration. Prentice-Hall. 500 p \$9

HUSSEY, Virginia

The use of the typewriter in selected offices in Knoxville, Tennessee. University of Tennessee, M.S. thesis '52

HUTCHINSON, E. Lillian

Do you sound like a good secretary? *Today's Sec* 55: 403 Ap

Words—just teasers. See issues *Today's Sec* See also Hagar, Hubert A.

HVEEM, Frank M.

How we combined advanced typing with office machines. *Bus Ed World* 33: 382-83 Ap

HYDE, Frances C.

A study of the training and business experience of 200 women now occupying managerial positions in business. State University of Iowa, Ph.D. thesis '52

HYPPS, Irene C.

Non-projection techniques. *Amer Bus Ed Y* 229-40

I

INTERNATIONAL society for business education

Proceedings, the twenty-sixth international economic course. *N Bus Ed Q* 21: 128 p O '52

The United States and international education. Willard Chevalier. *N Bus Ed Q* 21: 74-78 O '52

J

JACKSON, Shelby M.

The place of business education in a total education program. *Bal Sheet* 34: 296-98 Mr

JACKSON, Stewart B.

What to say to the commercial graduate. *Bus Sch Exec* 9: 96-97 S

JACOBS, Harry G.

Layout and equipment for the business education department. Pennsylvania State College, M.Ed. thesis

JACOBS, John E.

Implications to the teacher-education institution. *N Bus Ed Q* 21: 46-50 D '52

- JACOBS, Lloyd H.
Wandering while wandering. *Bus Ed Observer* 24: 16 My; 25: 22-23 N
- JAMESON, Charles L.
Business policy. Prentice-Hall. 576 p \$8.65
- JANNONE, Anthony
Electric typewriting experiment in Newark. *Bus Ed Observer* 24: 16-18 F
- JAPAN
Impressions of Hitotsubashi. M. A. Sherman. *Amer Bus Ed* 9: 158-60 Mr
- JEFFERY, Bruce F.
The business educator and administrative relationships: enjoyments and satisfactions. *N Bus Ed Q* 21: 25-26 D '52
- JENCKS, William B. and Walter C. Burnham
Audit working papers. Prentice-Hall. 310 p \$7.90
- JENKINS, Lawrence A.
My favorite device for teaching shorthand. *Bus Ed World* 33: 405 Ap
- JENNINGS, William E.
Contributions of business education to general education in the secondary school. *J Bus Ed* 28: 206 F
Contributions of business education to selected problem areas of general education in the secondary school. Ohio State University, Ph.D. thesis '52
- JENSEN, Barry T.
Helping pupils work together. *Bus Ed World* 33: 230-31 Ja
- JENSEN, Junne W. and Ruth B. Ward
Christmas in the classroom—bulletin board display. *Bus Ed World* 34: 12 D
- JEWETT, Grandjean G.
Survey of presently available electronic computers. *J Accy* 96: 182-89 Ag
- JOHNSON, Holgar J.
The role of life insurance as part of the economic pattern in the United States. *N Bus Ed Q* 21: 60-63, 66 O '52
- JOHNSON, Richard R.
Is business your business? *Bus Ed Observer* 24: 36-39 F
- JOHNSON, Stephen M.
Classification and evaluation of sound motion picture films for use in teaching general business in high school. University of Tennessee, M.S. thesis '52
- JOHNSON, Wayne E.
See Frakes, George P.
- JOHNSTON, Jean
Are you an inspiring typing teacher? *Bal Sheet* 34: 252-54, 256 F
- JONES, D. T.
How to teach the ten-key "touch method" on adding machines and printing calculators. *UBEA Forum* 8: 35-36 O
- JONES, Edward C.
How to plan a 15-minute radio program. *Bus Ed World* 33: 325-26 Mr
- JONES, Margaret Ann
How to make a case study in shorthand. *Bal Sheet* 35: 177 D
- JONES, Raymond L.
Employer appraisals of the 1947, 1948, and 1949 graduates of Knoxville (Tennessee) high school. University of Tennessee, M.S. thesis '52
- JOSEPH, James
Plastic surgeon's secretary. *Today's Sec* 55: 290-91, 311 F
See also Henry, Lorna
See also Hughes, Marjorie
See also Pepper, Elias John
- JOSEPH, Sister Mary Anne
The office practice class and the school newspaper. *UBEA Forum* 7: 24-25 F
- JUDGE, Leo P.
Ideas for conducting clerical classes. *UBEA Forum* 7: 35, 42 F
- JUNIOR college
Business education curriculums and subjects in California junior colleges, 1952-1953 (bus ed pub 69). California State Department of Education, Bureau of Business Education, Sacramento, California. 70 p
Business education in the junior colleges. Dorothy H. Veon. *N Bus Ed Q* 21: 26-28 O '52
The contributions of business education to general education in the junior college. William F. Reinbold. Fresno State College, M.A. thesis
Cooperative business training programs on the junior college level. Sylvia Lane. *Jun Col J* 24: 219-24 D
An evaluation of the general business courses in the terminal program of the junior college. Hal Frank Holt. University of Pittsburgh, Ed.D. thesis '52
Mathematics for one and two year terminal business programs. W. O. Buschman, *Jun Col J* 23: 401-403 Mr
The merchandising curricula in California junior colleges. Jacob Herman Martin. *J Bus Ed* 29: 82 N
Working conditions of California junior college business teachers. Dwight La Follette. Fresno State College, '52
- K
- KAHN, Gilbert
Progression or retrogression. *Bus Ed Observer* 24: 2-4 My
See also Freeman, M. Herbert
- KALBAUGH, A. J.
A survey accounting course for technicians. *UBEA Forum* 7: 33-34 My
- KAY, Edward O.
An experimental study of the value of mental arithmetic in grades 7 and 8. University of Michigan, M.A. thesis '52
- KEITHLEY, Erwin M.
Good office standards. *UBEA Forum* 7: 9 My
A study of business education graduates of the university of California, Los Angeles, with implications for modifying curricula in business teacher education. *J Bus Ed* 29: 36 O
What kind of citizens do business teacher education graduates become? *N Bus Ed Q* 21: 35-45 Mr
- KELLY, Floyd W.
How's your shorthand? See issues *N Mex Bus Ed*
- KENNEDY, Elizabeth S.
A study of the cooperative training programs

- KENNEDY, Elizabeth S. (*continued*)
in retail selling in the high schools of Arizona, Iowa, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, South Dakota, Utah and Wyoming. Boston University, Ed.M. thesis '52
- KENNY, Aili
See Felter, Emma K.
- KINDLER, Donald
The use of electronic computers in accounting. Washington University, M.B.A. thesis '52
- KING, Harley
The data card as a basis for individual instruction. Amer Bus Ed Y 338-39
- KING, Horace
How's business at the university of the Ryukyus. News Bul Mich BEA 18: 6-7 F
- KING, Jimmie, Jr.
Too much emphasis on speed. J Bus Ed 29: 139 D
- KING, Lloyd W.
Textbook publishing and distribution in America. N Bus Ed Q 21: 68-71 O '52
- KIRK, John G., Harold B. Buckley, and Mary E. Waesche
Introduction to business. Winston. 492 p \$3.40
- KIRKPATRICK, L.
Merchant advisers for de. American Vocational Journal 28: 28-29 N
- KLEIN, Abraham E.
Demonstration lesson utilizing dictation tapes. CEA 95-100
Double-duty dictation. See issues Today's Sec
- KNAPP, Charles W.
A test to determine certain consumer knowledges and concepts possessed by college students at Macalester college. University of Minnesota, M.A. thesis '52
- KNEELAND, Natalie and Louise Bernard
Committee work in d.e. Bus Ed World 33: 403-404 Ap
How to use the DE training profile. Bus Ed World 34: 26-27 S
Shopping surveys. Bus Ed World 33: 227-28 Ja
Student activities in distributive education. Bus Ed World 33: 289-90 F
Use objective "tests" to stimulate good discussion. Bus Ed World 33: 499-500 Je
- KONVOLINKA, H. S.
Typewriting in the junior high school. UBEA Forum 7: 32, 36 My
- KORTENDICK, Sister Marie Laurence
A study of prognosis in shorthand. University of Wisconsin, M.S. thesis '52
- KOWAL, C.
See Williams, W.
- KOZELKA, Richard L.
Professional education for business administration. Higher Education 9: 181-88 Ap 15
Professional education for business education. Coll N & V 7: 1-6 D
- KOZELKA, Robert F.
See Beaumont, John A.
- KRANING, Russell
A plan for keeping class records. Bus Tchr 30: 200 Ap
- KRAWITZ, Myron J.
How we built d. e. in Atlantic City. Bus Ed World 33: 448 My
You can't do it alone. Bus Ed Observer 24: 24-25, 29 My
- KROLL, Abraham
Mimeograph duplication. Bus Ed World 33: 490-93 Je
- KRONENWEITER, Evelyn F.
Electric typewriters help create enthusiasm and produce results. UBEA Forum 8: 24-26 D
Wiring plan for electric typewriters. Bus Ed World 33: 497-98 Je
- KRUSE, Bruce T.
A word frequency study and definition of terms in business law. Boston University, Ed.M. thesis '52
- KUBIK, Betty Martin
Modern planning for business training: the Hamilton, Ohio, d.e. room. Bus Ed World 34: 18-19 N
- KUNHARDT, Barbara H.
A check-up of the recommendations made as a result of a follow-up study of business graduates. Bal Sheet 35: 154-57 D
- KUNSE MILLER, Charles Frederic
Measuring on-the-job training with mechanical recording devices. Chico State College, M.S. thesis
- L
- LA FOLLETTE, Dwight
Working conditions of California junior college business teachers. Fresno State College, '52
- LAMB, Marion M.
Successful teachers. UBEA Forum 8: 39 O
- LAMPERTI, Frank and John B. Thurston
Internal auditing for management. Prentice-Hall. 500 p \$7.95
- LANE, Sylvia
Cooperative business training programs on the junior college level. Jun Col J 24: 219-24 D
- LANGE, Walter M.
New business equipment. Bus Ed World 33: 258 Ja
- LANKFORD, Francis G., Jr.
Improving the arithmetic fundamentals of young adults. UBEA Forum 8: 19-21 D
- LANSNER, Lawrence Alfred
See Walters, R. G.
- LANZA, Anthony
Audio-visual teaching aids. See issues J Bus Ed
Evaluating effective learning through observation. Amer Bus Ed Y 241-47
Shorthand dictation tapes. J Bus Ed 28: 207 F
- LARSON, Cedric
Secretaries at the UN. Today's Sec 55: 231-34 Ja
There's no business like hotel business. Today's Sec 55: 500-501, 540 Je
- LARSON, Evelyn R.
Improving business education in high schools. University of North Dakota, M.S. in Ed. thesis '52

- LARSON, Greta L.
Business English essentials. Gregg. 172 p \$1.80
- LARSON, Harvey A.
An occupational survey of Glendive, Montana: an analysis of occupations, education and training and other information relative to employment in the city of Glendive, Montana, to facilitate the guidance and curriculum development in the Dawson county junior college and Glendive public schools. University of Minnesota, M.A. thesis '52
- LARSON, Ruth L. and Isabella M. Robinson
Remedial work in the use of the comma. Beacons on Bus Ed 5-6, 10 My
- LASH, H. Howard
Bookkeeping field trips by small committees. Bal Sheet 34: 278 F
- LATZER, Paul J.
Time and motion study for business administration students. Coll N & V 6: 11-12 My
- LAVINE, A. Lincoln
See Mandel, Morris
- LAWRENCE, E. Donald
What to read in business education. Ball State C J 25: 19, 22 N
- LAWRENCE, Norman J.
The teacher as a friend. Bal Sheet 35: 62, 65 O
- LEE, Jess
A comparison of national business entrance typewriting scores between competent employees of Las Vegas, Nevada, and first- and second-year typewriting students of the high school. Colorado State College of Education, M.A. thesis '52
- LEFLER, Esther
Cooperative placement program. J Bus Ed 28: 274-76 Ap
- LEITH, Harold
Pupil interests in personal-economic problems. UBEA Forum 7: 19-23 Mr
- LESLIE, Louis A.
Methods of teaching Gregg shorthand. Gregg. 495 p \$5.50
Quoting doctor Gregg. See issues of Bus Ed World
Tape recording in business education. Minnesota Mining and Manufacturing Company. 67 p
— Charles E. Zoubek, and Russell J. Hosler
Gregg shorthand simplified for colleges, volume one. Gregg. 378 p. \$2.75
Gregg shorthand simplified for colleges, volume two. Gregg. 505 p \$3
— and Philip S. Pepe
Methods of teaching typing simplified. American Book. 104 p \$6.00
Typing simplified, encyclical ed. American Book. 272 p \$2.40
- LEWIS, Clare E.
Learning on the job. UBEA Forum 7: 35-36 Mr
- LIGUORI, Frank
See Boling, Clem
- LINGERFELT, Mildred C.
The relation between syllabic stroke intensity and typewritability. M.S. thesis '52
- LINK, Robert E.
Bridging the gap between the community and the college. Coll N & V 7: 13-16 O
- LINNANE, George W.
Guidance tests that predict success in business education. Bal Sheet 35: 63-65 O
- LIPSTREU, Otis
Are today's workers different? Office Exec 28: 34-35 My
- LITTLE, James W.
A study to determine some of the problems of high school business education in Oklahoma and to provide a basis for recommendations for its improvement. Oklahoma A. and M. College, M.S. thesis '52
- LITTLE, John D.
Complete credit and collection letterbook. Prentice-Hall. 256 p \$4.95
- LITTLE, William D.
How the Bell system selects and trains. Office Exec 28: 21-23 Ja
- LIVESAY, Lanta S.
A comparative study of the usages of punctuation in shorthand dictation studies simplified and Gregg speed building simplified. University of Tennessee, M.S. thesis '52
- LLOYD, Alan C.
Drawing more boys into shorthand. Bus Tchr 31: 13-15 N
New 10-lesson kit for teaching the 10-key adding machine. Bus Ed World 34: 12-13 O
Smith-Corona celebrates its 50th anniversary in 1953. Bus Ed World 33: 341-42 Mr
See also Rowe, John L.
- LOGAN, Helen L.
Office standards for beginning workers in business offices in the Ossian (Indiana) area. Ball State Teachers College, M.A. thesis '52
- LOGAN, William B.
Criteria for evaluating a state-wide in-school distributive education program. Ohio State University, Ph.D. thesis '52; J Bus Ed 28: 249 Mr
Distributive education library. Amer Bus Ed 9: 252-58 My
Evaluating cooperative part-time training for the distributive occupations. UBEA Forum 7: 17-19 Ap
Non-projection techniques. Amer Bus Ed Y 208-28
- LOJKO, Waldren P.
An evaluation of free nonprojected visual aids for use in teaching transportation. Boston University, Ed.M. thesis '52
- LOMAX, Paul S.
Administrative and supervisory functions of business teachers. N Bus Ed Q 21: 5-7 My
Business education and the nation's educational level. J Bus Ed 29: 103, 124 D
National professional unity in business education is an imperative need. Bal Sheet 34: 387 My
We need curriculum improvement in business education. J Bus Ed 28: 270-71 Ap
- LOTZ, John F.
The foundation for economic education. J Bus Ed 28: 199-200 F

- LUPULOFF, Max**
Trends in self-service of department stores. Washington University, M.S. thesis '52
- LYNCH, Delphine**
A typewriter repair chart. UBEA Forum 8: 29 D
- LYNCH, Doris T.**
An experiment to determine the effect of previewing timed writing material on speed and accuracy in beginning vocational type-writing. Boston University, Ed.M. thesis '52
- LYON, Luther H.**
Applied penmanship. South-Western. 124 p \$1.08
- LYONS, William A.**
See Tinkelman, Sherman N
- M**
- MAACK, Vernon R.**
Occupational relations in distributive education. Amer Bus Ed Y 326-27
A survey of occupational opportunities in Alexandria. University of Minnesota, M.A. thesis '52
- MAAS, Martha**
Frequency of brief forms and their derivatives in Gregg transcription simplified. University of Tennessee, M.S. thesis '52
- MacGREGOR, Geraldine**
Let's try to teach spelling. Bal Sheet 34: 349, 351 Ap
- MACLEISH, Dorothy**
A follow-up study of the 1949 graduates of a large high school. University of Wisconsin, M.A. thesis '52
- MADISON, George W.**
Transcribing machines: a program for improving instruction on them. Bus Ed World 34: 25-27 O
- MAEDKE, Wilmer**
The contribution of popular magazines to consumer education. UBEA Forum 8: 37-38 O
- MAHAFFEY, Theodore**
Guidance in business education. Bal Sheet 35: 59-61 O
- MAHONEY, Thomas A.**
A suggested supervisory training program. Coll N & V 7: 15-16 D
- MALLETT, Franklin J.**
An evaluation of the bookkeeping program at East high school, Columbus, Ohio. Ohio State University, M.A. thesis '52
- MALSARY, Dean R.**
Planning the educational excursion. Bal Sheet 34: 200-203 Ja
A study of the terms that people need to understand in order to comprehend and interpret the business and economic news appearing through the mass media of communication. J Bus Ed 28: 346 My
- MANDEL, Morris and A. Lincoln Lavine**
Business law for everyday use. Winston. 599 p \$3.48
- MANGIONE, A. R., Jr.**
Good government needs business graduates. Bus Ed Observer 24: 18-19 My
- MANKEY, Charlotte E.**
Determination of a desirable program for preparation of teacher-coordinators of dis-
- MANKEY, Charlotte E. (continued)**
tributive education. New York University, Ed.D. thesis '52
- MARCH, Frank D.**
What of quality? Bus Tchr 31: 7-8 S-O
- MARKETING**
Marketing: an institutional approach, second ed. Edward A. Duddy and David A. Revzan. McGraw-Hill. 644 p \$6
See also Distributive education, Merchandising
- MARSH, John A.**
See McMackin, Frank J.
- MARTENS, Helen Jordan**
Bookkeeping requirements in two cities and the relation to high school instruction. Monograph 79, South-Western Publishing Company. D '52, 27 p
- MARTIN, Clara Frances**
See Rhine, Novelda
- MARTIN, Donald A.**
A comparison of the philosophy and objectives of distributive education and consumer education in the senior high school. University of Minnesota, M.A. thesis '52
- MARTIN, Jacob Herman**
The merchandising curricula in California junior colleges. J Bus Ed 29: 82 N
- MARTIN, Lawrence W.**
Business education at Des Moines high school. N Mex Bus Ed 14: 10 F
- MARTIN, Susanne Worledge**
Look to her for magic. Bus Ed Observer 24: 8-11 F
- MAUL, Ray C.**
More business teachers needed. UBEA Forum 7: 41-42 My
- MAWN, Louis S.**
A follow-up study of the 1947-1951 business graduates of Woburn high school, Woburn, Massachusetts. Boston University, Ed.M. thesis '52
- MAXWELL, Frances**
Typing with one hand—a challenge. Typ News 23: 1, 8
- MAXWELL, Gerald W.**
How to teach the financial page. Bus Ed World 34: 16-17, 31 D
- MAXWELL, Hugh C., Jr. and W. A. Clark**
A co-operative experience between advanced shorthand and business English students in business letter writing. Bal Sheet 35: 104, 109 N
- MAXWELL, W. C.**
Technical lesson plan for the manual typewriter. J Bus Ed 29: 62-64 N
A typewriting-rate survey. J Bus Ed 29: 17-19 O
- MAYER, Forrest L.**
News and views at Ball State. See issues Ball State C J
- MEEHAN, James R.**
Balance sheet of business education. Bal Sheet 34: 243 F
How to add—by touch—on a ten-key adding machine. Today's Sec 55: 242-43 Ja
Office practice library. Amer Bus Ed 9: 259-63 My
— and Mary Stuart
How to use rotary calculators, second ed. Gregg. 118 p \$1.40

- MENNINGER, William C.
Self-understanding for teachers. *Bus Sch Exec* 9: 107-11 D
- MERCHANDISING
Co-operative projects in our merchandising class. Anne C. Clancy. *Bal Sheet* 34: 350-51 Ap
Know your merchandise, second rev. ed. Isabel B. Wingate, Karen R. Gillespie, and Betty G. Addison. McGraw-Hill. 736 p \$4.20
Meeting the merchandising trend. William E. Robinson. *Amer Bus Ed* 9: 164-67 Mr
Store practices room. CEA 181
See also Distributive education, Marketing
- MERENESS, Ann
New business equipment. See issues *Bus Ed* World
Typing high. *Today's Sec* 56: 18 D
- MERICI, Sister Angela
How to organize a course in office practice and the machines that should be taught. *Cath Bus Ed R* 4: 26-29 F
- MEYER, E. Dorothea
A study of qualifications, training, and experience expected or desired of secretaries who work for mechanical engineers in the state of Connecticut. New York University, Ed.D. thesis '52
- MEYER, Stephen, Jr.
Building character traits in business. *Bal Sheet* 35: 12-13, 15 S
- MICHAELS, Loid
Master surgery. *Today's Sec* 56: 22-23 N
150 copies quick. *Today's Sec* 56: 22-23 O
- MICHENER, Dwight W.
Economic homework. *Amer Bus Ed* 10: 27-28, 31 O
- MIESSE, Beth
Type yourself a picture. *Tax Outl* 37: 20-21 My
- MILLER, A. Brown
See Betz, William
- MILLER, Eunice L.
Union organization in department stores. *J Bus Ed* 29: 119-20 D
- MILLER, F. Brooks
See Betz, William
- MILLER, Hermann C.
See Taylor, Jacob B.
- MILLER, Ray A.
Career placement through a community college. *Coll N & V* 6: 21-22 My
- MILTON, Hilary H.
Military writing: a form of business writing. *ABWA Bul* 18: 12-15 N
- MISAK, Mary
Junior business is on the air! *Bal Sheet* 34: 395-96, 399 My
- MITCHELL, Elizabeth B.
See Betz, William
- MITCHELL, McHenry and Charles G. Reigner
Applied arithmetic essentials, third ed. Rowe. 144 p \$84
- MITCHELL, Robert I.
Reorganization of curricula for the evening classes of the University of Dayton. *Ball State Teachers College, M.A. thesis* '52
- MONTAQUILA, Robert F.
Field trips, guest speakers, films, and other visual materials available to high schools
- MONTAQUILA, Robert F. (continued)
by selected business firms in Providence, Rhode Island. Boston University, Ed.M. thesis '52
- MONTGOMERY, Alma Ruth
The frequency of principles and abbreviating devices in Gregg transcription simplified. University of Tennessee, M.S. thesis '52
- MONTGOMERY, George F.
Job analysis in office practice. *UBEA Forum* 8: 29 N
- MOODIE, G. M.
See Dilmore, Margaret Hamma
- MOONITZ, Maurice
The case against lifo as an inventory-pricing formula. *J Accy* 95: 682-90 Je
- MOORE, Ellen G.
A survey of distributive education seniors in Tennessee high schools (1951). University of Tennessee, M.S. thesis '52
- MOORE, Glenn C.
A handbook for beginning distributive education coordinators in Texas. Oklahoma A. and M. College, M.S. thesis '52
- MOORE, Wendell Allen
The value of business experience to business education teachers. *Ball State Teachers College M.A. thesis* '52
- MORRIS, Jeraldine
The relationship between the per cent of frequency used words and difficulty in type-writing copy. Virginia Polytechnic Institute, M.S. thesis '52
- MORRISON, Leger R.
An examination of the psychological bases for various methods of teaching shorthand. Columbia University, Ed.D. thesis
A survey of some of the literature on work experience. CEA 110-28
- MORTON, Benjamin
Mock trial in business law. *J Bus Ed* 29: 121-23 D
- MOSELEY, Eugenia
The business educator and professional relationships: difficulties and problems. *N Bus Ed Q* 21: 22-24, 34 D '52
The role of television in teaching transcription. *UBEA Forum* 8: 23-24, 40 O
- MOUNTAIN-PLAINS business education association
The mountain-plains news exchange. See issues *UBEA Forum*
- MULLANEY, W. J.
See Beaumont, John A.
- MUNCHEL, Alvin J.
The ethics of completed practice sets and workbooks. *Bal Sheet* 35: 164 D
- MURDOCK, Bennet B.
Prudential's program for clerical quality control. *Office Exec* 28: 15-18 Ja
- MURPHY, Glen E.
Methods and techniques for in-service professional growth of the business educator. *N Bus Ed Q* 22: 18-27 O
See also McBeth, John
— and Kenneth Zimmer
Curriculum principles for pre-service business teacher education. *N Bus Ed Q* 21: 57-60 D '52
- MURPHY, Ira A. and Beatrice Kell Tracy
Modern planning for business training in

- MURPHY, Ira A. and Beatrice Kell Tracy (*cont.*)
Wellton, Arizona. *Bus Ed World* 33: 445-47 My
- MURRAY, Joseph J.
A first-year typewriting examination. *Bal Sheet* 35: 178 D
- MUSSELMAN, Vernon
The Delta Pi Epsilon selected bibliography for business education—1952. *J Bus Ed* 28: 293-94 Ap
- MYER, John N.
A dilemma in accounting education. *J Bus Ed* 28: 161 Ja
Expense. *J Bus Ed* 29: 127 D
Prepaid expenses. *J Bus Ed* 28: 295 Ap
The realism of accounting. *J Bus Ed* 28: 345 My
Short courses. *J Bus Ed* 29: 81 N
Teaching interpretation. *J Bus Ed* 28: 205 F
Textbooks. *J Bus Ed* 28: 245 Mr
- Mc**
- McANLY, H. T.
The case for life: it realistically states income and is applicable to any industry. *J Accy* 95: 691-700 Je
- McBETH, John, Glen E. Murphy and Clara Sellers
Guidance in graduate business education. *J Bus Ed* 28: 342:44 My
- McCARGO, Wade G.
Retailing in America. *N Bus Ed Q* 21: 35-39 O '52
- McCERN, Margaret E.
A survey of work experience programs in Pennsylvania. Pennsylvania State College, M.Ed. thesis '52
- McCLARY, Lucille
Let's make office practice practical. *Bal Sheet* 34: 263, 288 F
- McCOMBS, N. D. and G. W. Hohl
Business can help teach economics. *School Executive* 72: 80-82 F
- McCONNELL, Walter R.
See Ziegler, Roserita
- McCRACKEN, Duane
The business educator and pupil-teacher relationships: difficulties and problems. *N Bus Ed Q* 21: 14-17 D '52
- McCUE, Nell K.
Constructive ideas and suggestions. *Bus Sch Exec* 9: 22-24, 37 Mr
- McDERMAND, Clarabelle
Class management. *Bus Tchr* 30: 153-54 Mr
- McFADZEN, J. A.
Personality rating scale. *Bal Sheet* 34: 228-29 Ja
The self measurement drills. *Typ News* 23: 8
- McFARLING, Bertha M.
The characteristics of outstanding colleges in the preparation of business teachers. Northeast Missouri State Teachers College, A.M. thesis '52
- McGILL, E. C.
Education and experience for business teachers. *J Bus Ed* 29: 69-70, 78 N
How Emporia remodeled its faculty offices. *Bus Ed World* 34: 10-11 N
Moral and ethical values in business education. *Bal Sheet* 34: 339 Ap
- McGILVRAY, Florence and Marion L. Pothier
A workbook for developing personality and character traits which contribute to success in business. Boston University, Ed.M. thesis '52
- McGRATH, Earl J.
The educational goals of America. *N Bus Ed Q* 21: 87-91 O '52
- McGRAW, Lowell W.
Recording and presenting the findings of job studies. *UBEA Forum* 7: 22-25, 30 My
- McGREGOR, Elizabeth L.
A study of the need for a state supervisor in business education. Boston University, Ed.M. thesis '52
- McKILLOP, John
Role playing in sales classes. *UBEA Forum* 7: 39-40 My
- McKINLEY, Lawrence R.
A development of bookkeeping problems to supplement the textbook in second-year bookkeeping class. Boston University, Ed.M. thesis '52
- McKINNEY, C. A.
Enriched learning through observation. *Amer Bus Ed Y* 161-62
- McKINNON, Mary Lynn
A proven technique for shorthand. *UBEA Forum* 8: 29, 34 O
- McMACKIN, Frank J., John A. Marsh, and Charles E. Baten
Exercises in business and consumer arithmetic. Ginn. 112 p \$88
- McMAHON, Margaret J.
A means of prognosticating the probable success of shorthand students at Academy high school for guidance purposes. Pennsylvania State College, M.Ed. thesis '52
- McNELLY, A. E. and L. J. Adams
Business arithmetic, third ed. Prentice-Hall. 344 p \$3.90
- McVEY, Jennie
Office machines to fit the job. *UBEA Forum* 8: 31-33, 38 D
- N**
- NABERHUIS, Jean
An experimental study of the finger-reach and pipe-organ methods of teaching the top row keys of the typewriter. University of Tennessee, M.S. thesis '52
- NAKAMOTO, Walter Wataru
A study of the development of education in the Hawaiian Islands with special reference to business education in the public high schools on the island of Oahu. State University of Iowa, M.A. thesis '52
- NANASSY, Louis C.
Education for business-economic concepts in elementary schools. *J Bus Ed* 28: 298 Ap
Let's check our objectives. *Bus Ed Observer* 25: 10, 29 N
See also Freeman, M. Herbert
- NATIONAL association of business teacher-training
Getting together on researches. *Bus Ed World* 34: 29 D
Joint committee on research. *Bal Sheet* 35: 114-15 N

NATIONAL association of business teacher-training (*continued*)

National association of business teacher-training institutions—roster of institutional members, 1952-53. N Bus Ed Q 21: 61-65 D '52

NATIONAL business entrance tests

A comparison of national business entrance typewriting scores between competent employees of Las Vegas, Nevada, and first- and second-year typewriting students of the high school. Jess Lee. Colorado State College of Education, M.A. thesis '52

Relationship of success in beginning clerical occupations to achievement in the informational and skills aspects of the general office clerical division of the national business entrance tests service. Herbert A. Hamilton. J Bus Ed 29: 129 D

Significance of n b e test results. Harold E. Cowan. Amer Bus Ed 9: 168-70, 172 Mr

A study of relationships between achievement of stenographers and typists on the national business entrance tests and their performance in beginning positions. John Howard Nelson. J Bus Ed 28: 249 Mr

Testing for vocational competency in business education. John E. Whitcraft. UBEA Forum 7: 43-44 Mr

NATIONAL office management association

Communications in the office. National Office Management Association. Philadelphia 44, Pennsylvania. 28 p

E for educational effort. Irene Place. Office Exec 28: 26-27 N

NOMA and business education. Selwyn L. Birrell. Bus Ed Observer 25: 4-6 N

National office management association—annual report of the association. National Office Management Association. Philadelphia 44, Pennsylvania. 52 p

The NOMA bibliography for office management. National Office Management Association. Philadelphia 44, Pennsylvania. 44 p

Office salaries. Survey summary number 14—1952. National Office Management Association. Philadelphia 44, Pennsylvania. 28 p

This is Noma's work. Office Exec 28: 19-20 My

Why NOMA wants to help you. Bal Sheet 35: 35 S

NAT'L SEC ASSN

What is a C.P.S.? Estelle L. Popham. Today's Sec 55: 508 Je

NEILL, Mrs. A. J.

Aircraft terms in Gregg simplified. Today's Sec 55: 266 Ja

NELSON, Charles O.

An evaluation of business experience for business teachers by school administrators, teachers of business subjects, and directors of teacher-training programs. State University of Iowa, M.A. thesis '52

NELSON, John Howard

A study of relationships between achievement of stenographers and typists on the national business entrance tests and their performance in beginning positions. J Bus Ed 28: 249 Mr

NELSON, Julius

Artying. See issues J Bus Ed

NELSON, Julius (*continued*)

Typewriter mystery. See issues J Bus Ed
What should be taught in business arithmetic. J Bus Ed 29: 50 O

NELSON, Stanley L.

An experiment in speed vs. accuracy in the teaching of typewriting. University of Minnesota, M.S. thesis '52

NESTER, Wilmer F.

A practical plan for grading homework and class participation. Bal Sheet 34: 248-49, 251 F

NEUBERGER, L. Mark

Businessmen and educators must cooperate for successful office management training. Coll N & V 6: 5-9 Mr

NEVILLE, D. M.

Integrated employment procedures. Amer Bus Ed 10: 23-26 O

NEW YORK

Directory of the personnel of high schools, board of education, city of New York, September 1953. CEA 186-216

NICHOLS, Frederick G.

Consumer economic education—whose responsibility? J Bus Ed 29: 104 D

Criticism, comment and challenge. See issues J Bus Ed

Just another school year? J Bus Ed 29: 9, 33 O

Leadership qualifications. J Bus Ed 28: 140 Ja

Long ago. J Bus Ed 28: 316 My

A modern business department. J Bus Ed 29: 60, 74 N

Personality. J Bus Ed 28: 272, 290 Ap

Using the findings of job studies to improve instruction in business subjects. UBEA Forum 7: 26-29 My

Work experience. J Bus Ed 28: 184 F

NICKERSON, Charles R.

"Do little" and "expect much." Bus Ed Observer 24: 10-11 My

NIELSEN, Margaret

Follow-up study to determine the extent to which the pupils at Washington junior high school, Pontiac, Michigan, had used their personal use typewriting. University of Wisconsin, M.S. thesis '52

NOYES, Honora M.

The guidance program in the American high school and what it tries to do. Inter R for Bus Ed 42: 45-48 N

O**OCCUPATIONAL information**

The federal administrative intern program. J. Henry Brown, Jr. Amer Bus Ed Y 312-15

Good employee morale. Madeline S. Strony. Today's Sec 56: 21, 52 N

How the Bell system selects and trains. William D. Little. Office Exec 28: 21-23 Ja

How to quit your job. Florence B. Gould. Today's Sec 55: 457 My

How to study the individual learner. Amer Bus Ed Y 282-94

Integrated employment procedures. D. M. Neville. Amer Bus Ed 10: 23-26 O

Is your boss the commentator type? Marie M. Stewart. Today's Sec 56: 15 D

OCCUPATIONAL information (continued)

- Job hunting the easy way. Fred Panzer. Today's Sec 55: 452-53 My
- Job seminar. Bernard P. Corbman. J Bus Ed 28: 197-98 F
- Key pointers to your future. Geneva Daniel. Bus Sch Exec 9: 8-9 Mr
- Listening in on the bosses. Madeline S. Strongy. Today's Sec 55: 499 Je
- A matter of indoctrination. S. W. Chisholm. N Mex Bus Ed 14: 6-7 Ap; 6, 21 My
- Office salaries; survey summary number 14—1952. National Office Management Association. Philadelphia 44, Pennsylvania. 28 p
- On the job learning in business. Ernest C. Bartell. Amer Bus Ed Y 311-12
- Plastic surgeon's secretary. James Joseph. Today's Sec 55: 290-91, 311 F
- Promotion policies and job sequences for office workers in selected types of business. Theodore Woodward. J Bus Ed 29: 128 D
- Respectfully yours—how to get along with the old-timers in the office. Katherine C. Schmidt. Today's sec 55: 345 Mr
- Secretaries at the UN. Cedric Larson. Today's Sec 55: 231-34 Ja
- Secretary at the North Pole. Lawrence D. Brennan. Today's Sec 56: 9-11, 52 D
- Secretary in a man's world. Elias John Pepper and James Joseph. Today's Sec 55: 396-97, 428 Ap
- Secretary to Bob Hope. Marjorie Hughes and James Joseph. Today's Sec 55: 333-36 Mr
- Secretary to Dale Carnegie. Lawrence D. Brennan. Today's Sec 55: 283-86 F
- Secretary to Edward R. Murrow. Lawrence Brennan. Today's Sec 56: 11-13, 54 O
- Secretary to Ellery Queen. Rolaine B. Hochstein. Today's Sec 55: 445-48 Mr
- Secretary to Helena Rubinstein. Rollie Abrahams. Today's Sec 56: 9-11, 46 N
- Secretary to Lilly Dache. M. J. Angerer. Today's Sec 55: 389-92 Ap
- So you get the job—what then? Elizabeth F. Trumper. Today's Sec 55: 458, 480 My
- Stenography serves not only stenographers. Sylvia A. Berns. Bus Sch Exec 9: 25-26 Mr
- Story behind the story in Hollywood. Lorna Henry and James Joseph. Today's Sec 56: 16-17, 51 D
- A study of the training and business experience of 200 women now occupying managerial positions in business. Frances C. Hyde. State University of Iowa, Ph.D. thesis '52
- A survey of occupational opportunities in Alexandria. Vernon R. Maack. University of Minnesota, M.A. thesis '52
- A survey of selected life insurance companies in Oklahoma to determine minimum employment standards required of beginning secretaries and stenographers. Louise Clara Cunningham. Oklahoma A. and M. College, M.S. thesis '52
- A survey of the requirements for office occupations in Hibbing, Minnesota. George Haidos. State University of Iowa, M.A. thesis '52
- A survey of the requirements for office positions available to beginning workers in

OCCUPATIONAL information (continued)

- Decatur, Indiana. Donald E. Stebing. Ball State C J 24: 4-5, 19 F
- Teach them how to read want ads. Jordan Hale. Bus Ed World 33: 504-505 Je
- There's no business like hotel business. Cedric Larson. Today's Sec 55: 500-501, 540 Je
- They didn't get the job. Helen Whitcomb. Today's Sec 55: 469 My
- Visual aids and reading references on business careers. Monograph 84, South-Western Publishing Company. Ag, 16 p
- What business pays secretaries. Today's Sec 55: 454 My
- What it's like to be a legal secretary. Helen Waterman. Today's Sec 55: 337-38 Mr
- What it's like to be a secretary in advertising. Janet Dingwall. Today's Sec 56: 13, 48 N
- What it's like to be secretary to a traffic manager. Helen Waterman. Today's Sec 56: 17-18 O
- What of quality? Frank D. March. Bus Tchr 31: 7-8 S-O
- What students think about pull. Frank R. Gammardella. Bus Ed World 33: 344 Mr
- You answer the want ad. Jack Bedford. Today's Sec 55: 455, 483 My
- You get the interview. Rollie Abrahams. Today's Sec 55: 456, 486 My

OCCUPATIONAL surveys

- An occupational survey of Glendive, Montana: an analysis of occupations, education and training and other information relative to employment in the city of Glendive, Montana, to facilitate the guidance and curriculum development in the Dawson county junior college and Glendive public schools. Harvey A. Larson. University of Minnesota, M.A. thesis '52
- A study of the ability of business education graduates of Randolph county (Indiana) schools to perform on the job. Hazel R. Redden. Ball State Teachers College, M.A. thesis '52
- A study of the duties and activities of the superintendent's secretary. Armando S. Rossi. Boston University, Ed.M. thesis '52
- A summary of the findings of selected business occupational surveys completed in Oklahoma since 1945. Jean Stover Tanquary. Oklahoma A. and M. College, M.S. thesis '52
- Survey of eighty New Bedford business firms and a job-activity analysis of employees in selected New Bedford businesses. Catherine E. Roche. Boston University, Ed.M. thesis '52

OCCUPATIONAL training

- Do speed standards measure occupational competency for beginning stenographers? William B. Olsen. Pennsylvania State College, M.Ed. thesis '52
- Information and attitudes held by business education seniors relative to post-high school employment. Robert Steinbaugh. Ohio State University, M.A. thesis '52
- A short textbook for student trainees in the occupational relations course. Andrew C.

OCCUPATIONAL training (continued)

Brueberg. University of Minnesota, M.A. thesis '52

OFFICE machines

Adding machines that "think." Bus Ed World 33: 484-85 Je

Adjusting to vocational life through office machine instruction. Ray L. Clippinger. Amer. Bus Ed 9: 142-46, 151 Mr

An analysis of the business use of electric typewriters in the San Joaquin valley. Gervase A. Eckenrod. Fresno State College, '52

A catalog of American calculating and book-keeping machines. Cleme Snyder. Northeast Missouri State Teachers College, A.M. thesis '52

Does your school offer courses in office machines? Roy O. Hunter. UBEA Forum 7: 35 Ap

Full-keyboard adding listing machine, sec. ed. Peter L. Agnew and Raymond C. Goodfellow. South-Western. 72 p \$.80

How to add—by touch—on a ten-key adding machine. James R. Meehan. Today's Sec 55: 242-43 Ja

How to organize a course in office practice and the machines that should be taught. Sister Angela Merici. Cath Bus Ed R 4: 26-29 F

How to teach the ten-key "touch method" on adding machines and printing calculators. D. T. Jones. UBEA Forum 8: 35-36 O

How to use adding and calculating machines. Arthur L. Walker, J. Kenneth Roach, and J. Marshall Hanna. Gregg. 250 p \$2.48

How to use rotary calculators, second ed. James R. Meehan and Mary Stuart. Gregg. 118 p \$1.40

How we combined advanced typing with office machines. Frank M. Hveem. Bus Ed World 33: 382-83 Ap

The influence of mechanization of offices in America on business education curriculum. R. D. Bryan. N Bus Ed Q 21: 71-73 O '52

An integrated unit in office practice. Gertrude Bates and Harold Ferguson. Bus Ed World 33: 323-24 Mr

New IBM calculator. J Bus Ed 28: 333 My

New in-between-size typewriter. Bus Ed World 33: 489 Je

New 10-lesson kit for teaching the 10-key adding machine. Alan C. Lloyd. Bus Ed World 34: 12-13 O

Office machines and education for commerce. W. J. Arris. Inter R for Bus Ed 42: 70-76 N

Office machines to fit the job. Jennie McVey. UBEA Forum 8: 31-33, 38 D

Planning your office-machines course. Lloyd E. Baughman. Bus Ed World 33: 239-41 Ja

The "rate test" as a standard for the measurement of proficiency on the key-driven calculator. Juanita Carter. UBEA Forum 8: 31-32 N

Soundsciber offers intensive training course for schools. Bus Ed World 33: 374 Ap

A survey of job opportunities and office machines in the offices of the industrial firms in Marion, Indiana. Joe E. Bell. Ball State Teachers College, M.A. thesis '52

A survey of office machines in major indus-

OFFICE machines (continued)

tries and selected offices of New Castle, Indiana, 1951. Mildred Hupp Fleet. Ball State Teachers College, M.A. thesis '52

A survey of office machines in use and available office job opportunities for high school graduates in the manufacturing industries in Muncie, Indiana. Mary Etta Sutton. Ball State Teachers College, M.A. thesis

Survey of presently available electronic computers. Grandjean G. Jewett. J Accy 96: 182-89 Ag

Transcribing machines: a program for improving instruction on them. George W. Madison. Bus Ed World 34: 25-27 O

Transcribing machines: if you cannot buy them, rent them. E. Dana Gibson. Bus Ed World 34: 29-31 O

The use of the typewriter in selected offices in Knoxville, Tennessee. Virginia Hussey. University of Tennessee, M.S. thesis '52

Why business machines. H. A. Freedlander. T S Bus Ed 42-45 N

OFFICE management

Business executives handbook, fourth ed. Stanley Brown and Lillian Doris. Prentice-Hall. 1496 p \$7.50

Businessmen and educators must cooperate for successful office management training. L. Mark Neuberger. Coll N & V 6: 5-9 Mr

The executive's desk book. William Joseph Pelo, ed. Winston. 1280 p \$8.95

Knowledges, skills, and abilities needed by office management executives. Earl A. Dvorak. J Bus Ed 28: 162 Ja

The NOMA bibliography for office management. National Office Management Association. Philadelphia 44, Pennsylvania. 44 p

Office management curriculum problem. Earl A. Dvorak. J Bus Ed 28: 306 Ap

Office management in perspective. Robert P. Brecht. Office Exec 28: 23-26, 29 My

Office managers make good presidents. John A. Handy, Jr. Office Exec 28: 7-8 N

Office organization and management, third ed. Harry Wylie and Robert Brecht. Prentice-Hall. 544 p \$8.65

Recording and presenting the findings of job studies. Lowell W. McGraw. UBEA Forum 7: 22-25, 30 My

A scientific approach to clerical cost control. H. F. Van Gorder. UBEA Forum 7: 19-22 My

What is the office manager's job? W. Miller Bennett. Office Exec 28: 12-14 Je

Women supervisors? Bahl Madeline S. Strony. Today's Sec 56: 16, 50 O

OFFICE training

Are you Miss payroller, too? Today's Sec 56: 37, 53 N

Co-operative office training. Tod O. Dravis. Bal Sheet 35: 10-11, 15 S

The cooperative office training program—benefits derived and difficulties encountered. Florence Trakel. UBEA Forum 7: 37-38 Ap

Current office practices and procedures with implications for developing occupational intelligence. James Curtis Hall. Virginia Polytechnic Institute, M.S. thesis '52

OFFICE training (continued)

- A day in the office practice class. Edgar Heffley. UBEA Forum 7: 18-20 F
- Front-line trench. Celia Darlington. Today's Sec 55: 236-38 Ja
- Good morning, Madonna office practice class. Sister M. Therese. Cath Bus Ed R 5: 60-64 N
- Good office standards. Erwin M. Keithley. UBEA Forum 7: 9 My
- Handbook for office practice teachers. Marian J. Collins. J Bus Ed 29: 83 N
- How to organize a course in office practice and the machines that should be taught. Sister Angela Merici. Cath Bus Ed R 4: 26-29 F
- Identification of common and basic office operations. Harry Huffman. UBEA Forum 7: 12-14 My
- An integrated unit in office practice. Gertrude Bates and Harold Ferguson. Bus Ed World 33: 323-24 Mr
- It's all in a manner of speaking. Letitia Raubichek. Today's Sec 55: 287, 318 F
- Job analysis in office practice. George F. Montgomery. UBEA Forum 8: 29 N
- Let's make office practice practical. Lucille McClary. Bal Sheet 34: 263, 288 F
- A magazet for the office practice class. Edith V. Hafer. UBEA Forum 7: 33-34 F
- Management techniques for the office practice teacher. Marian Jo Collins. UBEA Forum 7: 22-24 F
- The office practice class and the school newspaper. Sister Mary Anne Joseph. UBEA Forum 7: 24-25 F
- Office practice library. James R. Meehan. Amer Bus Ed 9: 259-63 My
- Office standards for beginning workers in business offices in the Ossian (Indiana) area. Helen L. Logan. Ball State Teachers College, M.A. thesis '52
- Office training for stenographers. Lucy Mae Yarnell. J Bus Ed 29: 106-108 D
- Outline of a one-semester college course in office procedures. Agnes M. Peterson. University of Wisconsin, M.S. thesis '52
- Participating in committee activities. Harry B. Bauernfeind and Bonnie A. Lockwood. Amer Bus Ed Y 48-57
- Planning your office-machines course. Lloyd E. Baugham. Bus Ed World 33: 239-41 Ja
- Problems of office practice teachers. Amer Bus Ed 10: 88-90 D
- Report on a basic course in office practice. Annette Howe Carpenter. Bal Sheet 34: 303-306 Mr
- Requirements of office personnel. MacHenry Schafer. Amer Bus Ed 9: 173-75 Mr
- Respectfully yours—how to get along with the old-timers in the office. Katherine C. Schmidt. Today's Sec 55: 345 Mr
- A scale for determining the attitudes of high school business education students toward certain aspects of office work. James L. Stuart. Ohio State University, Ph.D. thesis '52
- A scientific approach to the development of office standards. Fred C. Archer. UBEA Forum 7: 11-12 My
- A study of the duties and requirements of

OFFICE training (continued)

- office workers in Independence, Missouri. Erwin W. Walker. State University of Iowa, M.A. thesis '52
- A study to determine how well the business education department of Punxsutawney high school is meeting the community needs of Punxsutawney firms who hire its graduates for office and sales work. Novle V. Fritz. Pennsylvania State College, M.Ed. thesis '52
- Studying and measuring common basic office operations to determine qualifications for effective job performance. W. Williams and C. Kowal. UBEA Forum 7: 15-18 My
- Suggested office practice room. CEA 182
- A survey of the requirements for office positions available to beginning workers in Decatur, Indiana. Donald E. Stebing. Ball State Teachers College, M.A. thesis '52
- Threshold experience toward business placement. Emma Poland. UBEA Forum 7: 20-21 F
- Up-to-date equipment is necessary for modern office practice. Mary E. Connelly. UBEA Forum 7: 9 F
- When the boss takes a trip. Elizabeth F. Trumper. Today's Sec 56: 17-20 N
- Work-and-turn method of cutting stencils. William T. Elliott. Bal Sheet 34: 327 Mr
- OLIVERIO, Mary Ellen
Typewriting is important in the general clerical course. UBEA Forum 7: 30, 38 F
- OLSEN, William B.
Do speed standards measure occupational competency for beginning stenographers? Pennsylvania State College, M.Ed. thesis '52
- OLSON, Herald
A follow-up study of the 1950 graduates of Washington high school, New London, Wisconsin. University of Wisconsin, M.S. thesis '52
- O'NEILL, Jane H.
My favorite devices for teaching shorthand. Bus Ed World 33: 506 Je
- ORTON, Dwayne
Education and business build together. N Bus Ed Q 21: 112-13 O '52
- O'SHELL, Curtis H. and Milton W. Walker
Teacher-student planning in a traditional high school. Bal Sheet 34: 260-62, 288 F
- OUTWIN, Ellsworth M.
Basic business—a functional course. UBEA Forum 7: 15-18 Mr
- OWEN, Claude
See Graham, Jessie
- P
- PACKER, Harry Q.
Audio-visual aids: using a tape recorder to enrich instruction. Bus Ed World 34: 27-28 D
- PANZER, Fred
Job hunting the easy way. Today's Sec 55: 452-53 My
- PARHAM, Robert K.
Classification of films by units for distributive education in high school. University of Tennessee, M.S. thesis '52

PARK, Edward E.

A follow-up study of the commercial graduates of Burlington high school during the years 1947-51. State University of Iowa, M.A. thesis '52

PARKHURST, C. C.

English for business, second ed. Prentice-Hall. 448 p \$3.70

Practical problems in English for business, second ed. Prentice-Hall. 176 p \$1.80

PARVIAINEN, Klaus

A survey of the basic motives that influence students in their choice of business education courses. Ball State Teachers College, M.A. thesis '52

PASEWARK, William R.

Resources. Amer Bus Ed Y 459-70

PATTERSON, Ruth Plimpton

Mechanization of the business department is here to stay. UBEA Forum 7: 11-15 F

PATTESON, Cornelia

Using surveys to motivate bookkeeping. UBEA Forum 7: 32 Mr

PAYER, Sue H.

How to match bosses and secretaries. Office Exec 28: 10-13 Ja

PAYNE, Vernon V.

The business educator and community activities: difficulties and problems. N Bus Ed Q 21: 8-10 D '52

Study of business education in the public secondary schools of New Mexico. New York University, Ed.D. thesis

PEARSON, Karl G.

The small-loan business—saint or sinner? Bus Ed World 34: 13-14 N; 9-10 D

PECK, Gladys

The future business leaders of America. N Bus Ed Q 21: 39-44 My

Implications to the state supervisor. N Bus Ed Q 21: 51-56 D '52

PECK, Oline

How important is the first class meeting? Bal Sheet 35: 122-23 N

PEEPLES, Binford

A study of the need for supervision of business education in Florida. Florida State University, M.S. thesis '52

PELLEGRENE, Thomas J.

Why not individualize instruction in distributive education? Amer Bus Ed Y 327-30

PELO, William Joseph

The executive's desk book. Winston. 1280 p \$8.95

The secretary's desk book. Winston. 1003 p \$4.95

PENMANSHIP

Applied penmanship. Luther H. Lyon. South-Western. 124 p \$1.08

PEPE, Philip S.

Personal typing in 24 hours, second ed. Gregg. 64 p \$1.80

See also Leslie, Louis A.

PEPPER, Elias John and James Joseph

Secretary in a man's world. Today's Sec 55: 396-97, 428 Ap

PERSONALITY

Developing and recognizing the employable Personality. Alfred E. Waller. CEA 71-76

Personality. Frederick G. Nichols. J Bus Ed 28: 272, 290 Ap

PERSONALITY (continued)

Personality and character development. Paul E. Dimmers. J Bus Ed 28: 201-202 F

Personality and human relations in business. Louis A. Rice, Amedeo G. Sferra, and Mary E. Wright. Gregg. 202 p \$2.50

Personality rating scale. J. A. McFadden. Bal Sheet 34: 228-29 Ja

A workbook for developing personality and character traits which contribute to success in business. Florence McGilvray and Marion L. Pothier. Boston University, Ed.M. thesis '52

PETERFREUND, Norman

Accounting in the non-degree program. J Bus Ed 28: 186-88 F

PETERSON, Agnes M.

Outline of a one-semester college course in office procedures. University of Wisconsin, M.S. thesis '52

PETERSON, Charles

A study of the relationship between straight-copy rates and production rates in college typewriting (University of Tennessee). University of Tennessee, M.S. thesis '52

PETERSON, Kenneth

A study of basic business education in the Neenah junior and senior high schools. University of Wisconsin, M.S. thesis '52

PHELAN, Grace

See Dillmore, Margaret Hamma

PIERCY, Jane

Curso moderno de taquigrafia. Pitman. 121 p \$2

PIPER, Edwin B.

See Curry, Preston E.

PITT, Ruth E.

See Atwood, Wallace W.

PLACE, Irene

E for educational effort. Office Exec 28: 26-27 N

Transcription factors and procedures. UBEA Forum 8: 17-19, 41 O

PLACEMENT

Career placement through a community college. Ray A. Miller. Coll N & V 6: 21-22 My

Cooperative placement program. Esther Lefler. J Bus Ed 28: 274-76 Ap

A placement program. Anna W. Bieber. J Bus Ed 29: 13-14 O

Threshold experience toward business placement. Emma Poland. UBEA Forum 7: 20-21 F

POE, Roy W.

Business education, 1954. Bus Tchr 31: 7-8, 32 D-Ja

The round table. See issues Bus Tchr

POLAND, Emma

Threshold experience toward business placement. UBEA Forum 7: 20-21 F

POLISHOOK, William M.

Research notes. See issues Amer Bus Ed — Clyde Beighey, and Howard E. Wheland Elements of general business, rev. ed. Ginn. 472 p \$3

POLIVNICK, Bella

Good reading in business education. Bus Ed Observer 24: 37-38 My

POMERLEAU, Bernyce

Talk your letters. ABWA Bul 11-14 D

POOCK, Harry

A study to determine the extent to which unsupervised part-time work experience after school affects the grades of business students. Boston University, Ed.M. thesis '52

POPE, H. Everett

Ideas for better business. Bus Sch Exec 9: 98-99 S

POPE, John B.

Evaluation of a distributive occupational training program on a nation-wide basis. UBEA Forum 7: 12-16 Ap

POPHAM, Estelle L.

The c. p. s. Amer Bus Ed 10: 108-10, 115 D
First teachers earn CPS. J Bus Ed 28: 321-22 My

Physical equipment and room atmosphere. Amer Bus Ed Y 23-33

Shorthand, transcription, secretarial practice. Amer Bus Ed 9: 263-67 My

What is a C.P.S.? Today's Sec 55: 508 Je

POTHIER, Marion L.

See McGilvray, Florence

PREWITT, Clinton R.

Skills in ethical judgment. Amer Bus Ed 9: 162-63, 167 Mr

PRICKETT, A. L.

See Carlson, Paul L.

PRIES, Clarence W.

A study of business education as offered in the church-related colleges of the national Lutheran council. State University of Iowa, M.A. thesis '52

PRIME, John H.

Collegiate business education in America. N Bus Ed Q 21: 43-46 O '52

PUBLIC relations

Buffalo's TV program publicizes business training. Bernard A. Shilt. Bal Sheet 35: 4-7 S

Business education and public relations. H. Weisbrod. Wis J Ed 86: 17-18 N

Good morning, and how are you? Evelyn Stevens. Bus Ed Observer 24: 17 My

Good public relations aids teaching. G. Henry Richert. Amer Bus Ed Y 405-19

Let's be public relations minded. Mrs. Watkins C. Smith. Bal Sheet 35: 14-15 S

Open house! Helen Hinkson Green. Bus Ed World 33: 279-80, 295 F

Principles of effective public relations in education. Benjamin Rowe. J Bus Ed 28: 152 Ja; 203-204 F

Public relations and the classroom. Wayne G. Broehl, Jr. Coll N & V 6: 11-12 Mr

PUCKETT, Cecil and Clyde Beighey

Introduction to business for colleges. Gregg. 694 p \$5.50

PURSLEY, Albert L.

Suggestions for the night business college. Bal Sheet 34: 210, 212 Ja

The use of special practice sets in book-keeping. Bal Sheet 34: 418 My

R**RAE, Isabel B.**

All about cables. Today's Sec 56: 14 D

RAHE, Harves

Lettered versus blank typewriter keyboards.

Bus Ed World 33: 435-38, 459 My

The typewriting library. Amer Bus Ed 9: 268-73 My

RAMSEN, Halsey E.

Personnel practice in the classroom. Coll N & V 6: 17-19 Mr

RANKIN, Helen C.

A comparative analysis of high school business law textbooks. University of Tennessee, M.S. thesis '52

RASCH, Frances A.

A study of the deficiencies found in typewriting in civil service examinations. University of Michigan, M.A. thesis '52

RAUBICHEK, Letitia

It's all in a manner of speaking. Today's Sec 55: 287, 318 F

RAUBINGER, Frederick M.

The commissioner of education looks at education for business. Bus Ed Observer 24: 6-8 My

RAUCH, Juanita M.

Criteria for selecting a duplicating process. UBEA Forum 7: 16-18 F

REDDEN, Hazel R.

A study of the ability of business education graduates of Randolph county (Indiana) schools to perform on the job. Ball State Teachers College, M.A. thesis '52

REES, R. Barry

A survey of studies on prognosis in shorthand. Pennsylvania State College, M.Ed. thesis '52

REEVES, Dorothy Mae

Are we allowing our graduates to leave college today with a false sense of security? N Bus Ed Q 22: 28-30 O

REGENSBURG, George E.

Making journalizing meaningful. Bal Sheet 34: 224 Ja

REIGNER, Charles G.

Applied English essentials, fourth ed. Rowe. 128 p \$.92

Applied punctuation, third ed. Rowe. 80 p \$.60

The broader view of business education. T S Bus Ed 7-11 N

The story of the business school. Bus Sch Exec 9: 18-21 Mr; 54-58 Je; 86-90 S; 118-23 D

Typing speed builder. Rowe. 64 p \$.68

Using punctuation marks, third ed. Rowe. 96 p \$.64

See also Mitchell, McHenry

— and John Gress

Rowe college typing. Rowe. 256 p \$2.56

Workbook for Rowe college typing. Rowe. 192 p \$1.04

REILLY, Charles J.

Errors—but whose? UBEA Forum 7: 37 My

REINBOLD, William F.

The contributions of business education to general education in the junior college. Fresno State College, M.A. thesis

RELIHAN, Florence

Marked keys help physically handicapped students type with one hand. Typ News 23: 3

RENGA, Louise M.

What do they learn? Business supervisor says "plenty!" Bus Ed Observer 24: 20 My

RETAILING

See Distributive education

REVA, Virginia

They must learn to write letters. Bus Ed World 33: 495-96 Je

What about letters of reference. Office Exec 28: 25 Ag

REVZAN, David A.

See Duddy, Edward A.

REYNOLDS, Helen

Business education as life adjustment. Bal Sheet 34: 291 Mr

Looking ahead in business education. Amer Bus Ed 9: 132 Mr

— and Margaret H. Ely

Transcription—early or late. UBEA Forum 8: 14-16 O

RHINE, Novelda, Clara Frances Martin, and Opal Smith

A guidance program for school of business students. Coll N & V 7: 11-13 D

RICE, Louis A., Amedeo G. Sferra, and Mary E. Wright

Personality and human relations in business. Gregg. 202 p \$2.50

RICHERT, G. Henry

Good public relations aids teaching. Amer Bus Ed Y 405-19

RIEBEL, John P.

How to write successful business letters in 15 days. Prentice-Hall. 352 p \$4.95

RINGERS, Joseph

Practical law for adults. J Bus Ed 28: 237-38 Mr

ROACH, J. Kenneth

See Walker, Arthur L.

ROBBINS, Sidney M.

Real money and actual investments mean practical experience. Coll N & V 6: 13-14 My

ROBERTS, Audra L.

Transcription—self-taught. UBEA Forum 7: 29, 39 Mr

ROBERTS, Donald R.

Attitudes as a productivity factor in letter writing. ABWA Bul 18: 5-7 O

ROBINSON, Edwin M.

Business organization and practice, second ed. Gregg. 466 p \$3.75

ROBINSON, Isabella M.

See Larson, Ruth L.

ROBINSON, William E.

Meeting the merchandising trend. Amer Bus Ed 9: 164-67 Mr

ROCHE, Catherine E.

Survey of eighty New Bedford business firms and a job-activity analysis of employees in selected New Bedford businesses. Boston University, Ed.M. thesis '52

ROCK, Earl F.

Getting the most out of the filing unit. Bus Ed World 33: 332-33, 345 Mr

ROCKWELL, Benjamin Bissell

Bank charges on checks and deposits in the state of Missouri. Northeast Missouri State Teachers College, A.M. thesis '52

RODGERS, Edna Pearl

A follow-up study of selected graduates of

RODGERS, Edna Pearl (*continued*)

Pryor high school for the years 1946 to 1950, inclusive. Oklahoma A. and M. College, M.S. thesis '52

RODRIGUEZ, Rosina

FBLA at Taos. N Mex Bus Ed 14: 11 My

ROGERS, Lillian

State commerce club notes. See issues N Mex Bus Ed

ROHN, Fred H.

Preparing analyses. Bus Ed World 33: 380-81 Ap

Ten "bonus" topics in teaching bookkeeping. Bus Tchr 31: 13-14, 23 S-O

ROLLAND, Kermit

The clay ball. J Bus Ed 29: 75-77 N

ROMAGNA, J.

Just about shorthand. See issues Today's Sec

ROSEN, SEYMOUR

See Frosch, Adrienne

— and Adrienne Frosch

How to type a "talking table." Today's Sec 55: 288-89 F

ROSENBERG, R. Robert

Business mathematics library. Amer Bus Ed 9: 230-41 My

Business mathematics, principles and practice, complete fourth ed. Gregg. 557 p \$2.80

College business law. Gregg. 503 p \$3.50

ROSENBLUM, Irving

Dramatization of business law. J Bus Ed 28: 153-54 Ja; 336-38 My

The treasure hunt, a device for the teaching of law. Bus Ed World 33: 400-401 Ap

ROSETTIE, Louis R.

Bookkeeping in the state of New York. J Bus Ed 29: 67-68 N

ROSS, W. Andrew

Patterns for business education. N Bus Ed Q 22: 40-46 O

ROSSI, Armando S.

A study of the duties and activities of the superintendent's secretary. Boston University, Ed.M. thesis '52

ROTHACKER, Howard

Another artyped alphabet. Today's Sec 56: 44 O; 41 D

Typing designs. Today's Sec 55: 521 Je

ROWE, Benjamin

Principles of effective public relations in education. J Bus Ed 28: 152 Ja; 203-204 F

ROWE, John L.

The changing scene in education and business. Amer Bus Ed Y 3-9

How to use a drill book. Bus Tchr 30: 228-29, 232 My-Je

Remedial instruction in typewriting. J Bus Ed 28: 231-33 Mr; 277-78 Ap; 318-20 My

— and Alan C. Lloyd

Gregg typing, new series, advanced course. Gregg. 136 p \$1.96

Gregg typing, new series, complete course. Gregg. 340 p \$2.72

Gregg typing, new series, one-year course. Gregg. 214 p \$2.28

ROWE, Margaret F.

To shorthand teachers, especially beginners! UBEA Forum 7: 29, 38 Ap

ROWE, Richard J.

A guide for field trips for teachers of con-

- ROWE, Richard J. (*continued*)
 sumer education. Boston University, Ed.M. thesis '52
- RUSSELL, Raymond B.
 A study of basic business education in the secondary schools of Kansas, 1952. University of Pittsburgh, Ph.D. thesis, '52
- RYAN, Brother Leo V.
 Bookkeeping students' "tax clinic." Bus Ed World 33: 232 Ja

S

SALESMANSHIP

- Effective salesmanship. Clemens T. Wisch. Bal Sheet 35: 158, 163 D
- Fundamentals of selling, sixth ed. R. G. Walters and John W. Wingate. South-Western. 634 p \$2.72
- My favorite device for teaching selling. Joseph C. Hecht. Bus Ed World 34: 12 N
- Role playing in sales classes. John McKillop. UBEA Forum 7: 39-40 My
- Salesmanship—"V.I.P." A. C. Fox. T S Bus Ed 21-29 N
- A study of the shopping habits of the people of Chico, California. Robert E. Hampton. Chico State College, M.A. thesis '52
- SAMPSON, Lucille
 Twelve ways to save on your income tax. N Mex Bus Ed 14: 6 F
- SAMUELS, Edward M.
 Good teaching is good guidance! See Studies in Action 3, 7 Mr
- Prognosis of success in clerical work. CEA 80-83
- SANDERS, London A.
 Teaching flexibility in account titles. UBEA Forum 7: 27, 32 Ja
- SANDRY, Esther
 Secretarial studies in the machine age. H Points 35: 33-37 Ja
- SARGENT, Hugh W.
 Utilizing community resources in teaching sales letter writing. UBEA Forum 7: 35-36 My
- SATLOW, I. David
 Action questions in bookkeeping. Bus Ed World 33: 334 Mr
- Arithmetic competency in bookkeeping. UBEA Forum 8: 11-13, 22 D
- The business law shelf. Amer Bus Ed 9: 247-51 My
- Current thinking in teaching bookkeeping. J Bus Ed 29: 28-31 O
- Fragmentary responses in the teaching of business law. H Points 35: 38-44 S
- Getting materials ready for the new school term. Bus Ed World 33: 217-18 Ja
- Getting ready for September. Bus Ed World 34: 21-22 S
- Have you prepared that speech? N Bus Ed Q 22: 13-17 O
- Let's modernize the content of bookkeeping. J Bus Ed 28: 155-57 Ja
- Research for classroom teachers. See issues J Bus Ed
- Semantics and the law textbook. H Points 35: 26-31 Ap
- Sending notices to teachers. Bus Tchr 31: 21 N

- SATLOW, I. David (*continued*)
 Why some lessons don't jell. Amer Bus Ed 10: 71-75, 81 D
- SAUVAIN, Harry C.
 Investment management. Prentice-Hall. 468 p \$7.65
- SAVAGE, William G.
 Comic strip research in business education. J Bus Ed 28: 146-48 Ja
- Report on electric and manual typewriting. J Bus Ed 29: 111-12 D
- SCHAEFERKOETTER, Violet I.
 A survey of the teachers of business subjects in the public secondary schools of Missouri with special emphasis on training and experience, subject combinations, extra-curricular activity assignments, and salary for the year 1950-1951. State University of Iowa, M.A. thesis '52
- SCHAFER, MacHenry
 Requirements of office personnel. Amer Bus Ed 9: 173-75 Mr
- SCHLESINGER, Judith A.
 Assignments in clerical practice classes. Sec Studies in Action 6: 3, 6 O
- SCHLICHTING, A. A.
 Another simplified keyboard. Bus Ed World 34: 11 D
- SCHMIDT, Katherine C.
 Respectfully yours—how to get along with the old-timers in the office. Today's Sec 55: 345 Mr
- SCHRAMM, D. Gene
 Can personalized typing be taught effectively. N Mex Bus Ed 14: 2-3 My
- SCOTT, Elaine Comish
 Promote your retail training program. J Bus Ed 28: 239-40, 244 Mr; 281-82 Ap
- SCOTT, James D.
 Advertising principles and problems. Prentice-Hall. 803 p \$8.65
- SCOTT, Wesley E.
 Current problems in secretarial training. Sec Studies in Action 6: 1, 7 O
- Arthur Hertzfeld, and F. Howard Strouse
 Business forms for keeping business records. Rowe. 128 p \$1.20
- Choosing your business course. Rowe. 48 p \$6.4
- Keeping business records. Rowe. 64 p \$8.4
- SCOVILLE, H. T.
 The accountant and his conscience. Coll N & V 7: 7-9 D
- SEARES, Al N.
 Remington Rand's educational program in schools and industry. N Bus Ed Q 21: 102-11 O '52
- SECRETARIAL training
 The boss's desk. Jerry White. Today's Sec 55: 240-41 Ja
- Communications in the office. National Office Management Association. Philadelphia 44, Pennsylvania. 28 p
- Current problems in secretarial training. Wesley E. Scott. Sec Studies in Action 6: 1, 7 O
- Films and filmstrips. Irving J. Gold. Sec Studies in Action 2 Mr
- Group planning in problem solving. Opal Christensen. Amer Bus Ed Y 112-26
- Guide marks on letterhead stationery. Irol

SECRETARIAL training (continued)

- Whitmore Balsley. *Bal Sheet* 35: 105-109 N
- Human relations in secretarial practice. Charles B. Hicks. *Bus Ed World* 33: 273-74 F
- Mr. Smith and his secretary. Hamden L. Forkner. *Dict Ed F* 8-11 D
- Motivation. Samuel P. G. Altman. *Sec Studies in Action* 3, 7 Mr
- An outline of topics for a secretarial syllabus developed from job analyses. Donald J. Tate. *J Bus Ed* 29: 36 O
- Play office—teach shorthand and secretarial procedures. Hulda Vaaler. *UBEA Forum* 8: 23, 38 D
- Problems of teachers of transcription and secretarial practice. *Amer Bus Ed* 10: 85-86 D
- A proposed course of study to combine shorthand II and typewriting II into one secretarial training class in the small high school. Gloria Gray Zajicek. *State University of Iowa, M.A. thesis* '52
- Realism in secretarial practice. Charles B. Hicks. *Bus Ed World* 33: 233-34 Ja
- Reviewing the "basics" in secretarial practice. Charles B. Hicks. *Bus Ed World* 33: 337-38 Mr
- The round table. Madeline S. Strony. *See issues Bus Tchr*
- Secretarial studies in the machine age. Esther Sandry. *H Points* 35: 33-37 Ja
- Secretarial syllabus developed from job analyses. Donald J. Tate. *New York University, Ed.D. thesis* '52
- The secretary's desk book. William Joseph Pelo, ed. Winston. 1003 p \$4.95
- Shorthand, transcription, secretarial practice. Estelle L. Popham. *Amer Bus Ed* 9: 263-67 My
- Silabario secretarial. Walter A. Bara. Gregg. 115 p \$1.25
- Soundsciber offers intensive training course for schools. *Bus Ed World* 33: 374 Ap
- A study of qualifications, training, and experience expected or desired of secretaries who work for mechanical engineers in the state of Connecticut. E. Dorothea Meyer. *New York University, Ed.D. thesis*
- A study of the duties and activities of the superintendent's secretary. Armando S. Rossi. *Boston University, Ed.M. thesis* '52
- A survey in the Joplin, Missouri, area to determine the desirable qualifications required by employers of stenographic and clerical workers. Robert Blase. *Kansas (Pittsburg) State Teachers College, M.S. thesis* '52
- A survey of selected life insurance companies in Oklahoma to determine minimum employment standards required of beginning secretaries and stenographers. Louise Clara Cunningham. *Oklahoma A. and M. College, M.S. thesis* '52
- A survey of the graduates of the secretarial science department of the Lycoming college from 1929-1951. Doris C. Teno. *Pennsylvania State College, M.Ed. thesis* '52
- They must learn to write letters. Virginia Reva. *Bus Ed World* 33: 495-96 Je
- The validity of the clerical aptitude rating as

SECRETARIAL training (continued)

- a factor in the classification of WAFS in the stenographic school. Margaret Schendel Hamman. *Oklahoma A. and M. College, M.S. thesis*
- What it takes to be a successful Dictaphone secretary. *Dict Ed F* 10-11 F-Mr
- What it's like to be a legal secretary. Helen Waterman. *Today's Sec* 55: 337-38 Mr
- SECRETARIES**
- Are you a good secretary? Do you look like a good secretary? Elizabeth F. Trumper. *Today's Sec* 55: 401 Ap
- The c. p. s. Estelle L. Popham. *Amer Bus Ed* 10: 108-10, 115 D
- Do you act like a good secretary? Mary Elizabeth Wright. *Today's Sec* 55: 404 Ap
- Do you sound like a good secretary? E. Lillian Hutchinson. *Today's Sec* 55: 403 Ap
- Do you think like a good secretary? Claudia Garvey. *Today's Sec* 55: 402 Ap
- First teachers earn CPS. Estelle L. Popham. *J Bus Ed* 28: 321-22 My
- The girl who was appointed supervisor. Madeline S. Strony. *Today's Sec* 56: 23, 48 D
- How to match bosses and secretaries. Sue H. Payer. *Office Exec* 28: 10-13 Ja
- Look to her for magic. Susanne Worledge Martin. *Bus Ed Observer* 24: 8-11 F
- Mr. Smith and his secretary. Hamden L. Forkner. *Dict Ed F* 8-11 D
- Orchids go to America's secretaries. Sylvia A. Berns. *Bal Sheet* 35: 110-11 N
- Plastic surgeon's secretary. James Joseph. *Today's Sec* 55: 290-91, 311 F
- Secretaries at the UN. Cedric Larson. *Today's Sec* 55: 231-34 Ja
- Secretary at the North Pole. Lawrence D. Brennan. *Today's Sec* 56: 9-11, 52 D
- A secretary in a large law firm. Dorothy H. Veon. *J Bus Ed* 28: 194-96 F
- Secretary in a man's world. Elias John Pepper and James Joseph. *Today's Sec* 55: 396-97, 428 Ap
- Secretary to Bob Hope. Marjorie Hughes and James Joseph. *Today's Sec* 55: 333-36 Mr
- Secretary to Dale Carnegie. Lawrence D. Brennan. *Today's Sec* 55: 283-86 F
- Secretary to Edward R. Murrow. Lawrence Brennan. *Today's Sec* 56: 11-13, 54 O
- Secretary to Ellery Queen. Rolaine B. Hochstein. *Today's Sec* 55: 445-48 My
- Secretary to Helena Rubinstein. Rollie Abrahams. *Today's Sec* 56: 9-11, 46 N
- Story behind the story in Hollywood. Lorna Henry and James Joseph. *Today's Sec* 56: 16-17, 51 D
- Traits of a good secretary. W. M. Hodges. *J Bus Ed* 28: 358 My
- Two secretaries earn extra money in their spare time. Virginia Huck. *Today's Sec* 55: 340-41, 375 Mr
- What business pays secretaries. *Today's Sec* 55: 454 My
- You get the interview. Rollie Abrahams. *Today's Sec* 55: 456, 486 My
- SELDEN, William**
- How to present a unit on automobile insurance. *Bus Ed World* 34: 14-16 O
- Some practical suggestions for teaching business arithmetic. *UBEA Forum* 8: 27-28 D

SELLERS, Clara

See McBeth, John

SEMBOWER, John F.

The twin focus of business law. Coll N & V 6: 15-17 My

SEUFER, Elizabeth

Group dynamics in basic business classes.

UBEA Forum 7: 38, 44 My

SFERRA, Amedeo G.

See Rice, Louis A.

SHANK, Bruce C.

Case studies in beginning shorthand. J Bus Ed 28: 279-80 Ap

SHANNON, Jane

I'll never teach as before! Bus Tchr 31: 12-13, 20 S-O

SHEA, Kathleen C.

Evaluation of general business in the Scranton public high schools. Pennsylvania State College, M.Ed. thesis

SHELLEY, A. Bernard R.

Yours received, contents noted. ABWA Bul 18: 6-11 N

SHIDLE, Norman G.

Clear thinking—key to better business writing. ABWA Bul 17: 5-6 My; J Bus Ed 29: 113-14, 125 D

SHERMAN, M. A.

Impressions of Hitotsubashi. Amer Bus Ed 9: 158-60 Mr

SHIELDS, Don

An analysis of auditing questions on uniform certified public accountant examinations from 1946 to 1952. Ball State Teachers College, M.A. thesis '52

SHILT, Bernard A.

Using community resources in business education. N Bus Ed Q 21: 35-38 My

SHORTHAND

Adapt your speed tests to the needs of *your* shorthand class. Delmar E. Carnes. Bal Sheet 35: 152-53, 157 D

Aircraft terms in Gregg simplified. Mrs. A. J. Neill. Today's Sec 55: 266 Ja

All this—and shorthand, too. Sister Mary Louise. T S Bus Ed 39-41 N

Aluminum terms in Gregg simplified. Today's Sec 55: 361 Mr

An analysis of enrollments and job opportunities of male students in shorthand courses in Ohio high schools. Lohnie Boogs. Ohio State University, M.A. thesis '52

And one to grow on! Robert Halan. Today's Sec 55: 449, 482 My

The application of research findings to the improvement of shorthand teaching. Simon A. Duchan. CEA 90-94

Are your shorthand students getting the full help of audio-visual aids? Sister M. Speciosa. Bus Ed World 33: 287-88, 297 F

Can we predict superior achievement in shorthand? Simon A. Duchan. Bus Ed World 33: 276-77, 303 F

Case studies in beginning shorthand. Bruce C. Shank. J Bus Ed 28: 279-80 Ap

Chemical engineering terms in Gregg simplified. Lee Szyllwin. Today's Sec 56: 44 N

Christmas in the classroom—shorthand carols. Marion E. Fosdick. Bus Ed World 34: 13 D

SHORTHAND (continued)

A comparative study of the usages of punctuation in shorthand dictation studies simplified and Gregg speed building simplified. Lanta S. Livesay. University of Tennessee, M.S. thesis '52

A comparison of the memory load of the anniversary and simplified editions of Gregg shorthand. Frances Chapman. J Bus Ed 28: 298 Ap

Comparison of transliteration of Pitman shorthand notes by three equated groups. Samuel P. G. Altman. New York University, Ed.D. thesis

A co-operative experience between advanced shorthand and business English students in business letter writing. Hugh C. Maxwell, Jr. and W. A. Clark. Bal Sheet 35: 104, 109 N

Curso moderno de taquigrafia. Jane Piercy. Pitman. 121 p \$2

Demonstration lesson utilizing dictation tapes. Abraham E. Klein. CEA 95-100

Diccionario de la taquigrafia Gregg simplificada. John Robert Gregg, Ildefonso Torreblanca, Otto H. Haelsig. Gregg. 174 p \$2.50

Do speed standards measure occupational competency for beginning stenographers? William B. Olsen. Pennsylvania State College, M.Ed. thesis '52

Double-duty dictation. A. E. Klein. See issues Today's Sec

Drawing more boys into shorthand. Alan C. Lloyd. Bus Tchr 31: 13-15 N

Encyclical dictation. Sister M. Therese. Gregg. 150 p \$1.20

An examination of the psychological bases for various methods of teaching shorthand. Leger R. Morrison, Columbia University, Ed.D. thesis

Expert timesavers in Gregg simplified. Edith Smith. Today's Sec 55: 408 Ap; 459 My; 536 Je

A follow-up study of the graduates who have studied shorthand and typewriting in the Douglass (Illinois) high school from 1939 to 1951. Agnes Holt Williams. Ball State Teachers College, M.A. thesis '52

For better reading of shorthand notes. Rosella M. Agostine. Bus Ed World 33: 520 Je

Frequency of brief forms and their derivatives in Gregg transcription simplified. Martha Maas. University of Tennessee, M.S. thesis '52

The frequency of principles and abbreviating devices in Gregg transcription simplified. Alma Ruth Montgomery. University of Tennessee, M.S. thesis '52

Getting fun out of shorthand. Florence Elaine Ulrich. Today's Sec 55: 463-64 My

Gregg medical shorthand manual and dictionary. Effie B. Smither. Gregg. 310 \$3.25

Gregg shorthand "goes audio." Bus Ed World 33: 219 Ja

Gregg shorthand simplified for colleges, volume one. Louis A. Leslie, Charles E. Zoubek, and Russell J. Hosler. Gregg. 378 p \$2.75

Gregg shorthand simplified for colleges, vol-

SHORTHAND (continued)

- ume two. Louis A. Leslie, Charles E. Zoubek, and Russell J. Hosler. Gregg. 505 p \$3
Have you tried this? Eunice Cooper. VBE
Bul 7: 8-10 Mr
A history of shorthand instruction in schools
of the United States. Woodrow W. Baldwin. J Bus Ed 28: 206 F
How to do your shorthand homework. Bus
Tchr 30: 128-29 F
How to make a case study in shorthand. Margaret Ann Jones. Bal Sheet 35: 177 D
How well do you write shorthand? Florence
Elaine Ulrich. Today's Sec 55: 247-48 Ja
How's your shorthand? Floyd W. Kelly. See
issues N Mex Bus Ed
Individual learners in shorthand. Ruth
Stauffer. UBEA Forum 8: 23, 28 N
Just about shorthand. J. Romagna. See issues
Today's Sec
The justification of offering shorthand in the
small Indiana high schools. George Norman
Colglazier. Ball State Teachers College,
M.A. thesis '52
A means of prognosticating the probable success
of shorthand students at Academy
high school for guidance purposes. Margaret
J. McMahon. Pennsylvania State
College, M.Ed. thesis '52
Medical terms in Gregg simplified. Today's
Sec 55: 300 F
Methods of teaching Gregg shorthand. Louis
A. Leslie. Gregg. 495 p \$5.50
My favorite device for shorthand theory. H.
M. Dyer. Bus Ed World 34: 26-27 N
My favorite device for teaching shorthand.
Lawrence A. Jenkins. Bus Ed World 33:
405 Ap
My favorite devices for making shorthand
lively. Bernard E. Budish. Bus Ed World
34: 12 S
My favorite devices for teaching shorthand.
Jane H. O'Neill. Bus Ed World 33: 506
Je
Play office—teach shorthand and secretarial
procedures. Hulda Vaaler. UBEA Forum
8: 23, 38 D
Practice in legal stenography. A. Allen Carr.
Pitman. 154 p \$2.75
Problems of the teacher of beginning shorthand.
Amer Bus Ed 10: 84-85 D
A proposed course of study to combine shorthand
II and typewriting II into one secretarial
training class in the small high
school. Gloria Gray Zajicek. State University
of Iowa, M.A. thesis '52
A proven technique for shorthand. Mary
Lynn McKinnon. UBEA Forum 8: 29, 34
O
Psychological factors in teaching shorthand.
William A. Bennie. Bal Sheet 34: 204-205,
209 Ja
Publishing and printing terms in Gregg simplified.
Catherine Anne Slattery. Today's
Sec 56: 49 D
Quoting doctor Gregg. Louis A. Leslie. See
issues Bus Ed World
Ranking and grading the shorthand class.
Edith H. Huggard. UBEA Forum 7: 25,
32 Ja
Research conclusions for teaching stenogra-

SHORTHAND (continued)

- phy. Christine Stroop. J Bus Ed 29: 15-16
O
The round table. Charles E. Zoubek. See
issues Bus Tchr
Shorthand homework assignments made more
effective through the use of a voice recording
machine. Fred S. Cook. Bal Sheet 34:
340-42 Ap
Shorthand instruction in the private business
school. Lorraine Tuchfeld. Amer Bus Ed
Y 330-33
Shorthand speed tests. See issues Bus Tchr
Shorthand teaching aids for adult evening
classes. Rodney G. Wessman. UBEA
Forum 8: 33-34 O
Shorthand testing in teacher training. Glenna
A. Dodson. Bal Sheet 34: 301-302 Mr
Shorthand transcription, secretarial practice.
Estelle L. Popham. Amer Bus Ed 9: 263-
67 My
Silabario secretarial. Walter A. Bara. Gregg.
115 p \$1.25
Standards for elementary shorthand at Lycoming
college. Doris C. Teno. Pennsylvania
State College, M.Ed. thesis '52
Stenography serves not only stenographers.
Sylvia A. Berns. Bus Sch Exec 9: 25-26 Mr
Stopping failures in shorthand. Jules Coe.
Sec Studies in Action 6: 8 O
A study of prognosis in shorthand. Sister
Marie Laurence Kortendick. University of
Wisconsin, M.S. thesis '52
A study of relationships between achievement
of stenographers and typists on the
national business entrance tests and their
performance in beginning positions. John
Howard Nelson. J Bus Ed 28: 249 Mr
A study of stenographic standards. Roselyn
C. Beard. Pennsylvania State College,
M.Ed. thesis
A study of the achievement of shorthand
transcription students in separate and in
integrated courses. Malinda Hilbert. State
University of Iowa, M.A. thesis '52
A survey of studies on prognosis in shorthand.
R. Barry Rees. Pennsylvania State College,
M.Ed. thesis '52
Taquigrafia Gregg simplificada. John Robert
Gregg, Ildefonso Torrelblanca, and Otto H.
Haelsig. Gregg. 252 p \$2.50
Teaching techniques for first-year shorthand.
Rita Polk Heape. UBEA Forum 7: 29,
34 F
To shorthand teachers, especially beginners.
Margaret F. Rowe. UBEA Forum 7: 29,
38 Ap
Transcribing machines: for shorthand practice.
Rida Duckwall. Bus Ed World 34:
27-29 O
Using a reading inventory in elementary
shorthand. Dorothy H. Veon. UBEA
Forum 7: 31, 43 My
We have an assistant teacher in our shorthand
classroom. Lura Lynn Straub. Bus
Ed World 33: 449-50 My
You shorthand teachers! Mrs. Elisabeth H.
Bus Tchr 30: 117-119 F
SHOSTAK, Rosalyn R.
Erasing—a verbatim script. Bus Ed World
33: 443-44 My

- SHOSTAK, Rosalyn R. (continued)**
How I build skill in transcription. *Bus Tchr* 30: 159-61 Mr
- SIMMONS, Harry**
How to get ahead in modern business. *Pren-tice-Hall*. 272 p \$3.95
- SIMPSON, R. E.**
Business training. *Calif Teach Assn J* 49: 14 Ja
- SISTER Ann Pierre**
The junior achievement program in cathedral high school. *Cath Bus Ed R* 4: 49-54 F
- SISTER M. Therese**
Encyclical dictation. *Gregg*. 150 p \$1.20
Good morning, Madonna office practice class. *Cath Bus Ed R* 5: 60-64 N
Presentation of encyclical dictation. *Cath Bus Ed R* 5: 56-58 N
- SISTER Mary Louise**
All this—and shorthand, too. *T S Bus Ed* 39-41 N
- SISTER Mary Rita**
Course sequence for the master's degree in business education. *Cath Bus Ed R* 4: 17-22 F
- SISTER Mary St. Antoinette**
In praise of Catholic business education. *Cath Bus Ed R* 4: 34-39 F
- SISTER St. Marie Claire**
An instructional unit on the distribution of the national income for use in a college economic course. *Boston University, Ed.M. thesis '52*
- SKANDALIS, Arthur G.**
An evaluation of free nonprojected visual aids for use in teaching general business. *Boston University, Ed.M. thesis '52*
- SKIMIN, Eleanor**
Shorthand transcription—the work of the typewriting department. *UBEA Forum* 8: 11-14 O
- SLATTERY, Catherine Anne**
Publishing and printing terms in Gregg simplified. *Today's Sec* 56: 49 D
- SLAUGHTER, Robert E.**
Enriched learning in action. *Amer Bus Ed Y* 439-56
- SLUDER, Lester I.**
See Caine, Leonard C.
- SMAIL, L. L.**
Mathematics of finance. *McGraw-Hill*. 282 p \$4.50
- SMALE, John G.**
Brief notes. *See issues Amer Bus Ed*
- SMITH, Augustus H.**
Economics for our times, rev. second ed. *McGraw-Hill*. 534 p \$3.72
- SMITH, Caroline M.**
An evaluation of free and inexpensive material for instruction in consumer education. *Boston University, Ed.M. thesis '52*
- SMITH, Edith**
Expert timesavers in Gregg simplified. *Today's Sec* 55: 408 Ap; 459 My; 536 Je
- SMITH, Foye Louise**
A follow-up study of the 1948-1951 graduates of Lincoln (Franklin county, Gahanna, Ohio) who had studied one or more business education subject. *Ohio State University, M.A. thesis '52*
- SMITH, Harold H.**
Typewriting. *See issues Bus Tchr*
- SMITH, Homer**
What you should know about office stationery. *Bus Ed Observer* 25: 24-28 N
What you should know about typewriter ribbons. *Bus Ed Observer* 24: 12-14, 42 F
- SMITH, Marjorie**
A history of business education at the North-east Missouri state teachers college. *North-east Missouri State Teachers College, A.M. thesis '52*
- SMITH, Marvin**
Does two plus two equal four? *Bal Sheet* 34: 244-47 F
- SMITH, Opal**
See Rhine, Novelda
- SMITH, Mrs. Watkins C.**
Let's be public relations minded. *Bal Sheet* 35: 14-15 S
- SMITHER, Effie B.**
Gregg medical shorthand manual and dictionary. *Gregg*. 310 p \$3.25
- SMYTHE, Jack**
A follow-up study of the graduates of Benton high school for the years 1940-1949. *University of Wisconsin, M.S. thesis '52*
- SNAIR, Katherine B.**
Why I sponsor an FBLA club. *Bus Ed Newsletter* 1: 3-4 D
- SNYDER, Cleme**
A catalog of American calculating and bookkeeping machines. *Northeast Missouri State Teachers College, A.M. thesis '52*
- SNYDER, Llewellyn R.**
Essential business mathematics, second ed. *McGraw-Hill*. 421 p \$4.50
- SNYDER, Walter M.**
The Baltimore county in-service program for business teachers. *Bus Ed World* 33: 278 F
- SOKER, Bertha**
The Madera business library. *Amer Bus Ed* 9: 275-77 My
- SOUTHERN business education association**
The southern news exchange. *UBEA Forum* 7: 25-28 Mr
- SPECIOSA, Sister M.**
Are your shorthand students getting the full help of audio-visual aids? *Bus Ed World* 33: 287-88, 297 F
- SPELLING**
Errors—but whose? *Charles J. Reilly. UBEA Forum* 7: 37 My
Let's try to teach spelling. *Geraldine MacGregor. Bal Sheet* 34: 349, 351 Ap
A study of the results of a spelling test administered to eighth grade students, high school seniors, and adults. *Jeannette Van Vonderen. University of Wisconsin, M.S. thesis '52*
Syl-lab-i-ca-tion is sim-ple. *R. C. W. Davis. J Bus Ed* 28: 174 Ja
Words—just teasers. *E. Lillian Hutchinson. See issues Today's Sec*
- STACE, Alma**
A study of the use of the line-a-time in first year typing classes. *University of Michigan, M.A. thesis '52*

STANTON, Robert S.

College training for industrial marketers.
Coll N & V 6: 14-15 Mr

STAMPOLIS, Anthony

Effectiveness of film strips in teaching economics. Education 74: 115-20 O

STANDARDS

Basic principles of evaluation. Melvin L. Barlow. UBEA Forum 7: 9-12 Ap
Establishing production rates for typewriting. Mary Margaret Brady. J Bus Ed 28: 158-60 Ja

Good office standards. Erwin M. Keithley. UBEA Forum 7: 9 My
It works for me. A. W. Flowers. Bal Sheet 34: 309 Mr

Main street can teach a lesson on office standards. Elise Etheredge. UBEA Forum 7: 37-38 F

Office standards for beginning workers in business offices in the Ossian (Indiana) area. Helen L. Logan. Ball State Teachers College, M.A. thesis '52

A scientific approach to the development of office standards. Fred C. Archer. UBEA Forum 7: 11-12 My

Standards and grading in transcription. Ruth I. Anderson. UBEA Forum 8: 20-22 O
Standards for elementary shorthand at Lycoming college. Doris C. Teno. Pennsylvania State College, M.Ed. thesis '52

A study of stenographic standards. Roselyn C. Beard. Pennsylvania State College, M.Ed. thesis

Studying and measuring common basic office operations to determine qualifications for effective job performance. W. Williams and C. Kowal. UBEA Forum 7: 15-18 My

STAUFFER, Ruth

Individual learners in shorthand. UBEA Forum 8: 23, 28 N

STEBING, Donald E.

A survey of the requirements for office positions available to beginning workers in Decatur, Indiana. Ball State Teachers College, M.A. thesis '52; Ball State C J 24: 4-5, 19 F

STEINBAUGH, Robert

Information and attitudes held by business education seniors relative to post-high school employment. Ohio State University, M.A. thesis '52

STEINER, C. J.

Some current trends in college-industry cooperation. Nat Cath Ed Assn Bul 50: 7-14 N

STEPHENS, Mae

A project in basic business education. Bal Sheet 34: 257-59 F

STUECK, LuVella

A study of work-experience programs in business education as offered in the public secondary schools of Iowa, 1951-1952, in towns of 2000 or more population. State University of Iowa, M.A. thesis '52

STEVENS, Catharine

Learning through cooperation. Amer Bus Ed Y 349-58

STEVENS, Evelyn

Electric typewriting experiment in Newark. Bus Ed Observer 24: 16-18 F

STEVENS, Evelyn (continued)

Good morning, and how are you? Bus Ed Observer 24: 17 My

I said to my practice teacher. Bal Sheet 34: 299-300, 306 Mr

STEVENS, Luther D.

Now they're doing bookkeeping on "accounting boards." Bus Ed World 33: 510-11 Je

STEWART, Marie M.

Is your boss a sesquipedalian? Today's Sec 56: 12 N

Is your boss a short-spurt dictator? Today's Sec 56: 19 O

Is your boss the commentator type? Today's Sec 56: 15 D

See also Hagar, Hubert A.

STICKLER, Robert T.

Individualizing instruction in distributive occupations with periodicals. UBEA Forum 7: 33-34, 40 Ap

STONE, Mildred F.

Your letter is your preview. Office Exec 28: 39-41 My

STONEBURNER, Doris

Analyze before you journalize. Bal Sheet 34: 400 My

STRAUB, Lura Lynn

We have an assistant teacher in our short-hand classroom. Bus Ed World 33: 449-50 My

STRICKS, Dorothy

Improvement of clerical practice in a metropolitan high school. New York University, Ed.D. thesis '52

STRONY, Madeline S.

The girl who was appointed supervisor. Today's Sec 56: 23, 48 D

Good employee morale. Today's Sec 56: 21, 52 N

Listening in on the bosses. Today's Sec 55: 499 Je

The round table. See issues Bus Tch Women supervisors? Bah! Today's Sec 56: 16, 50 O

STROOP, Christine

Research conclusions for teaching stenography. J Bus Ed 29: 15-16 O

STROUSE, F. Howard

See Scott, Wesley E.

STUART, James L.

A scale for determining the attitudes of high school business education students toward certain aspects of office work. Ohio State University, Ph.D. thesis '52

STUART, Mary

See Meehan, James R.

STUDEBAKER, M. E.

Activities of future business leaders of America. Ball State C J 24: 7 My

STUTSMAN, Galen

Quo vadis? J Bus Ed 28: 241-43 Mr

SURVEYS

Analysis and evaluation of public relations activities and practices for the improvement of public relations in business education. William Hendrickson. Columbia University, Ed.D. thesis

Bookkeeping practices versus bookkeeping courses. Marvin Hauser. Bus Ed World 33: 456-57 My

SURVEYS (continued)

- Evaluation program in St. Louis. Bal Sheet 34: 416-18 My
- Is business your business? Richard R. Johnson. Bus Ed Observer 24: 36-39 F
- Michigan high school makes survey. Bal Sheet 35: 124-26 N
- The status of business education in Minnesota public schools. Ramon P. Heimerl. University of Minnesota, Ph.D. thesis '52
- Study of business education in the public secondary schools of New Mexico. Vernon V. Payne. New York University, Ed.D. thesis
- A study to determine how well the business education department of Punxsutawney high school is meeting the community needs of Punxsutawney firms who hire its graduates for office and sales work. Noble V. Fritz. Pennsylvania State College, M.Ed. thesis '52
- A survey in the Joplin, Missouri, area to determine the desirable qualifications required by employers of stenographic and clerical workers. Robert Blase. Kansas (Pittsburg) State Teachers College, M.S. thesis '52
- A survey of accounting majors at North Texas state college from 1944 to 1950 to evaluate their academic training for the vocational positions held. John A. Cunningham. North Texas State College, M.B.A. thesis '52
- A survey of business education in public secondary schools of Northeast Missouri, 1951-52. Robert Lee Henderson. Northeast Missouri State Teachers College, A.M. thesis '52
- A survey of distributive education seniors in Tennessee high schools (1951). Ellen G. Moore. University of Tennessee, M.S. thesis '52
- A survey of job opportunities and office machines in the offices of the industrial firms in Marion, Indiana. Joe E. Bell. Ball State Teachers College, M.A. thesis '52
- A survey of occupational opportunities in Alexandria. Vernon R. Maack. University of Minnesota, M.A. thesis '52
- A survey of the basic motives that influence students in their choice of business education courses. Klaus Parviainen. Ball State Teachers College, M.A. thesis '52
- A survey of the bookkeeping systems and practices in the retail businesses of White-water, Wisconsin. Marvin Hauser. University of Wisconsin, M.S. thesis '52
- A survey of the business education course offerings of Wisconsin high schools of 200 to 500 pupil enrollments. George P. Hunt. State University of Iowa, M.A. thesis '52
- A survey of the graduates of Knoxville high school (Tennessee), 1947, 1948, and 1949 with special emphasis on guidance and curriculum. William H. Baker. University of Tennessee, M.S. thesis '52
- A survey of the graduates of the secretarial science department of Lycoming college from 1929-1951. Doris C. Teno. Pennsylvania State College, M.Ed. thesis '52
- A survey of the requirements for office posi-

SURVEYS (continued)

- tions available to beginning workers in Decatur, Indiana. Donald E. Stebing. Ball State Teachers College, M.A. thesis '52
- A survey of the status of business arithmetic in eastern Pennsylvania high schools. Clayton Howard Hinkel. Pennsylvania State College, Ed.D. thesis '52
- A survey of the status of business education in the high schools of Florida for the school year of 1951-52. Agnes Aspinall. Florida State University, M.S. thesis '52
- A survey of the teachers of business subjects in the public secondary schools of Missouri with special emphasis on training and experience, subject combinations, extra-curricular activity assignments, and salary for the year 1950-1951. Violet I. Schaeperkoetter. State University of Iowa, M.A. thesis '52
- A survey of work experience programs in Pennsylvania. Margaret E. McCern. Pennsylvania State College, M.Ed. thesis '52
- SUTTON, Mary Etta
- A survey of office machines in use and available office job opportunities for high school graduates in the manufacturing industries in Muncie, Indiana. Ball State Teachers College, M.A. thesis
- SWANSON, Edwin A.
- The business educator and his personal development: difficulties and problems. N Bus Ed Q 21: 35-39 D '52
- Selected references on secondary-school instruction: business education. School Review 61: 172-75 Mr
- Some implications of recent research related to high school bookkeeping. N Bus Ed Q 22: 31-36, 55 O
- SWANSON, Robert M.
- Guide for critic teachers to evaluating student teachers in business education. Columbia University, Ed.D. thesis
- SWEDEN
- Holmquist's handelsinstitut—a Swedish commercial college. Eva Holmquist. Amer Bus Ed 10: 20-22 O
- SWEENEY, Ursula D.
- Minnesota plan for individual directly related study. Amer Bus Ed Y 334-38
- SWINNEY, Mable Clair
- A comparative study to determine the most efficient method of teaching typewriting to one-handed typists. North Texas State College, M.B.A. thesis '52
- SZABO, John E.
- A typing club in junior high school can be functional. Bal Sheet 34: 391-92 My
- SZYLWIN, Lee
- Chemical engineering terms in Gregg simplified. Today's Sec 56: 44 N

T

- TABB, John W.
- Vocational status of business education graduates. Bal Sheet 34: 388-90 My
- TANNEWITZ, Frank A.
- A follow-up study of selected graduates of science hill high school (Johnson City,

TANNEWITZ, Frank A. (continued)

Tennessee) 1939-1948. University of Tennessee, M.S. thesis '52

TANQUARY, Jean Stover

A summary of the findings of selected business occupational surveys completed in Oklahoma since 1945. Oklahoma A. and M. College, M.S. thesis '52

TATE, Donald J.

Secretarial syllabus developed from job analyses. New York University, Ed.D. thesis '52

An outline of topics for a secretarial syllabus developed from job analyses. J Bus Ed 29: 36 O

TATE, Meriam

An alumnae luncheon. Bus Ed World 33: 224 Ja

TAYLOR, H. Carlisle

See Betz, William

TAYLOR, Jacob B. and Hermann C. Miller

C. P. A. problems, fourth ed. McGraw-Hill. 640 p \$7

TAYLOR, James C.

See Gohn, Virginia

TAYLOR, James R.

An investigation into the opinions held by administrators of business education on crucial issues in the field. J Bus Ed 29: 36 O

TEACHERS

Ah, summer school! Ruth Brunner. Bus Ed World 33: 399, 410 Ap

The Baltimore county in-service program for business teachers. Walter M. Snyder. Bus Ed World 33: 278 F

The business educator and administrative relationships: difficulties and problems. George W. Anderson. N Bus Ed Q 21: 27-30 D '52

The business educator and administrative relationships: enjoyments and satisfactions. Bruce F. Jeffery. N Bus Ed Q 21: 25-26 D '52

The business educator and community activities: difficulties and problems. Vernon V. Payne. N Bus Ed Q 21: 8-10 D '52

The business educator and community activities: enjoyments and satisfactions. Albert C. Fries. N Bus Ed Q 21: 5-7 D '52

The business educator and his personal development: difficulties and problems. Edwin A. Swanson. N Bus Ed Q 21: 35-39 D '52

The business educator and his personal development: enjoyments and satisfactions. Mary L. Bell. N Bus Ed Q 21: 31-34 D '52

The business educator and professional relationships: difficulties and problems. Eugenia Moseley. N Bus Ed Q 21: 22-24, 34 D '52

The business educator and professional relationships: enjoyments and satisfactions. John M. Trytten. N Bus Ed Q 21: 18-21 D '52

The business educator and pupil-teacher relationships: difficulties and problems. Duane McCracken. N Bus Ed Q 21: 14-17 D '52

The business educator and pupil-teacher relationships: enjoyments and satisfactions.

TEACHERS (continued)

Dorothy L. Travis. N Bus Ed Q 21: 11-13 D '52

The case study method in a large group. Wayne G. Broehl, Jr. N Bus Ed Q 22: 51-55 O

Certification of business teachers in the United States. Glenna Dodson. Florida State University, M.S. thesis '52

A comparison of the teaching loads of business teachers with academic teachers' loads in secondary school. Berdella Tonk. Ohio State University, M.A. thesis '52

Complete roster of business teachers, state of New Jersey. Emma M. Audesirk. Bus Ed Observer 24: 39-51 My

Confessions of a business teacher. R. Colibraro. Clearing House 28: 40-42 S

Criticism, comment and challenge. Frederick G. Nichols. J Bus Ed 28: 229, 243 Mr

Directory of the personnel of high schools, board of education, city of New York, September 1953. CEA 186-216

Enriched learning through observation. C. A. McKinney. Amer Bus Ed Y 161-62

Essential qualities for teaching competency in collegiate schools of business. Elvin S. Eyster. J Bus Ed 29: 59, 64 N

Evaluating effective learning through observation. Anthony R. Lanza. Amer Bus Ed Y 241-47

An evaluation of business experience for business teachers by school administrators, teachers of business subjects, and directors of teacher-training programs. Charles O. Nelson. State University of Iowa, M.A. thesis '52

Facts about our beginning teachers. Robert P. Bell. Ball State C J 24: 5-6 My

Free-lance company training. Lawrence D. Brennan. Bus Ed World 33: 371-73, 407 Ap

Good classroom practices in business education. Delta Pi Epsilon. Monograph 85, South-Western Publishing Company. S, 58 p

Guidance to good teaching. Hamden L. Forkner. Dict Ed F 9-12 Ap-My

Have you prepared that speech? I. David Satlow. N Bus Ed Q 22: 13-17 O

Helping teachers use group techniques. L. Marguerite Crumley and J. Curtis Hall. Amer Bus Ed Y 127-42

How important is the first class meeting? Oline Peck. Bal Sheet 35: 122-23 N

How the business education teacher can be professionally minded. Beatrice Betros. Florida State University, M.S. thesis

Humanizing the teacher. James T. Blanford. Bal Sheet 35: 150-51, 157 D

I taught and supervised business education in Korea. Mary Bierstadt. Bus Ed Observer 24: 2-6 F

The instructor. Harry Huffman. Amer Bus Ed Y 10-22

I am a future business teacher. Julia Harding Bachman. Sec Studies in Action 2, 8 Mr

I'll never teach as before! Jane Shannon. Bus Tchr 31: 12-13, 20 S-O

Let's check our objectives. Louis C. Nanassy. Bus Ed Observer 25: 10, 29 N

TEACHERS (continued)

- Lo! the poor school ma'rm! Ruth Bruner. Bus Ed World 33: 483 Je
- Methods and techniques for in-service professional growth of the business educator. Glen E. Murphy. N Bus Ed Q 22: 18-27 O
- Nature and present characteristics of individual instruction. Herbert A. Tonne. Amer Bus Ed Y 251-57
- Participating in group demonstrations. Virginia Gohn and James C. Taylor. Amer Bus Ed Y 58-63
- Participating in playmaking. Leonard C. Caine and Lester I. Sluder. Amer Bus Ed Y 80-91
- Participating in sociodrama. R. G. Walters and Lawrence Alfred Lansner. Amer Bus Ed Y 92-111
- Participating in the conference group. Samuel W. Caplan. Amer Bus Ed Y 64-79
- Picking a summer school. Theodore Woodward. Bus Ed World 33: 391-92 Ap
- A plan for keeping class records. Russell Kraning. Bus Tchr 30: 200 Ap
- Problems of the beginning business teacher. Amer Bus Ed 10: 83-84 D
- Professional development. H. T. Barnes. Amer Bus Ed 10: 68 D
- Professional reading. Kenneth J. Hansen. See issues Bus Ed World
- Professionalism vs. superior teaching. Ruth I. Anderson. J Bus Ed 29: 11-12 O
- School-year resolutions for business teachers. Theodore Woodward. UBEA Forum 8: 9 O
- Second annual problem clinic. H. G. Enterline. Amer Bus Ed 10: 83-100, 107 D
- Self-understanding for teachers. William C. Menninger. Bus Sch Exec 9: 107-11 D
- Some problems of beginning teachers. James T. Blanford. J Bus Ed 28: 142-45 Ja
- A study of the community relationships of business teachers in the public secondary schools of Iowa. James M. Dugan. State University of Iowa, M.A. thesis '52
- Successful teachers. Marion M. Lamb. UBEA Forum 8: 39 O
- The summer conference. Bus Tchr 30: 230-31 My-Je
- A survey of the responsibilities and activities of selected business teachers in the guidance programs of north central white public high schools in Oklahoma. Helen P. Carruth. Oklahoma A. and M. College, M.S. thesis
- A survey of the teachers of business subjects in the public secondary schools of Missouri with special emphasis on training and experience, subject combinations, extra-curricular activity assignments, and salary for the year 1950-1951. Violet I. Schaepkoetter. State University of Iowa, M.A. thesis '52
- The teacher as a friend. Norman J. Lawrence. Bal Sheet 35: 62, 65 O
- Teacher selection and motivation. Clarence B. Carey. Amer Bus Ed 9: 171-72 Mr
- Teachers can make minor typewriter repairs. Albert W. Fehrenbacher and James M. Thompson. Bal Sheet 34: 211-12 Ja

TEACHERS (continued)

- Teaching tips. Theodore Woodward. See issues Amer Bus Ed
- Towards a greater profession. Laurent Fortin. Beacons on Bus Ed 3 My
- The value of business experience to business education teachers. Wendell Allen Moore. Ball State Teachers College, M.A. thesis '52
- Ways to land a summer job. Minnie Wink. Bus Ed World 33: 455 My
- What does the business teacher need? Ramon P. Heimerl. Bus Tchr 31: 19-20 S-O
- Why some lessons don't jell. I. David Satlow. Amer Bus Ed 10: 71-75, 81 D
- Working conditions of California junior college business teachers. Dwight La Follette. Fresno State College, '52
- You are a good teacher. George A. Harcar. T. S. Bus Ed 13-19 N
- TEACHERS-training
- The characteristics of outstanding colleges in the preparation of business teachers. Bertha M. McFarling. Northeast Missouri State Teachers College, A.M. thesis '52
- Class management. Clarabelle McDermand. Bus Tchr 30: 153-54 Mr
- A comparative study of the preparation of business teachers with specific implications for the state of Oklahoma. Milton L. Bast. J Bus Ed 29: 82-83 N
- Cooperative action in business teacher education. John M. Trytten. UBEA Forum 7: 4-5 Mr
- Course sequence for the master's degree in business education. Sister Mary Rita. Cath Bus Ed R 4: 17-22 F
- Curriculum principles for pre-service business teacher education. Glen E. Murphy and Kenneth Zimmer. N Bus Ed Q 21: 57-60 D '52
- Curriculums for the preparation of business teachers. Milton L. Bast. N Bus Ed Q 21: 21-26 Mr
- Determination of a desirable program for preparation of teacher-coordinators of distributive education. Charlotte E. Mankey. New York University, Ed.D. thesis '52
- Education and experience for business teachers. E. C. McGill. J Bus Ed 29: 69-70, 78 N
- Educational role playing. Mary Bell. UBEA Forum 7: 33-34 Mr
- Factors in and related to successful student teaching of business subjects. Mathilde Hardaway. N Bus Ed Q 21: 27-34 Mr
- A follow-up study of the business education graduates of Whitewater state teachers college, 1945-50, with particular emphasis on factors affecting the adjustment to the initial teaching position. John L. Teitgen. State University of Iowa, M.A. thesis '52
- Guide for critic teachers to evaluating student teachers in business education. Robert M. Swanson. Columbia University, Ed.D. thesis
- A guide for organizing pre-service special methods instruction in business-teacher education. Kenneth Zimmer. J Bus Ed 28: 346 My

TEACHERS-training (continued)

- I said to my practice teacher . . . Evelyn Stevens. Bal Sheet 34: 299-300, 306 Mr
- Implications to the teacher-education institution. John E. Jacobs. N Bus Ed Q 21: 46-50 D '52
- Let's recruit more and better business teachers. Bus Ed Observer 24: 30-31 F
- Methods of teaching Gregg shorthand. Louis A. Leslie. Gregg. 495 p \$5.50
- More business teachers needed. Ray C. Maul. UBEA Forum 7: 41-42 My
- The need for a business teacher training program at the Richmond professional institute of the college of William and Mary, Richmond, Virginia. Walter E. Bowles. Ohio State University, M.A. thesis '52
- New business education building for Ball state. Bal Sheet 35: 70-71 O
- Now is the time to recruit business teachers. Hamden L. Forkner. Dict Ed F 8-11 S
- Planning for better living. Gladys Bahr. UBEA Forum 7: 7 Mr
- Professionalization of subject matter in type-writing. Eileen T. Costello. Bal Sheet 34: 343-44 Ap
- The relationship between the problems of beginning business education teachers and their experiences in general and special methods courses. James T. Blanford. J Bus Ed 28: 162 Ja
- Shorthand testing in teacher training. Glenna A. Dodson. Bal Sheet 34: 301-302 Mr
- A study of attitudes toward teaching and of vocational interests of the student body of a state teachers college. Richard Hallisy. University of Pittsburgh, Ph.D. thesis
- A study of business education graduates of the university of California, Los Angeles, with implications for modifying curricula in business teacher education. Erwin M. Keithley. J Bus Ed 29: 36 O
- Suggestions for improving present master's degree programs in business education. Willard G. Adams. J Bus Ed 28: 249 Mr
- The summer conference. Bus Tchr 30: 230-31 My-Je
- Teacher education in America and teachers college program of teacher education. Roma Gans. N Bus Ed Q 21: 46-50 O '52
- Teaching teachers what's what in business. Stanford Hendrickson. J Bus Ed 28: 218 F
- What kind of citizens do business teacher education graduates become? Erwin M. Keithley. N Bus Ed Q 21: 35-45 Mr

TEACHING

- Criteria for individual instruction. C. Dwight Horn. Amer Bus Ed Y 340-45
- The job instruction sheet in individual instruction. Elizabeth T. Van Derveer. Amer Bus Ed Y 258-81

TEACHING aids

- Audio-visual aids: how to build your audio-visual materials file. Phyllis Caulfield. Bus Ed World 34: 25-26 D
- Audio-visual teaching aids. Anthony Lanza. See issues J Bus Ed
- Audio-visual aids: using a tape recorder to enrich instruction. Harry Q. Packer. Bus Ed World 34: 27-28 D

TEACHING aids (continued)

- Bookkeeping awards. Florence E. Ulrich. Bus Tchr 30: 157-58 Mr
- Cartoons, day-brighteners in the classroom. Joe B. Corrigan. N Mex Bus Ed 14: 4-5 Ja; 4-5 F; 4-5 Mr; 4-5 Ap; 4-5 My
- Christmas in the classroom—bulletin board display. Junne W. Jensen and Ruth B. Ward. Bus Ed World 34: 12 D
- Christmas in the classroom—shorthand carols. Marion E. Fosdick. Bus Ed World 34: 13 D
- Classification and analysis of free and inexpensive printed materials for use in teaching general business in high school. Max E. Garrett. University of Tennessee, M.S. thesis '52
- Demonstration lesson utilizing dictation tapes. Abraham E. Klein. CEA 95-100
- The ethics of completed practice sets and workbooks. Alvin J. Munchel. Bal Sheet 35: 164 D
- Field trips, guest speakers, films, and other visual materials available to high schools by selected business firms in Providence, Rhode Island. Robert F. Montaquila. Boston University, Ed.M. thesis '52
- Field trips, guest speakers, films, and other visual materials available to high schools in metropolitan Boston. David B. Green. Boston University, Ed.M. thesis '52
- Free teaching aids and devices. Sec Studies in Action 6: 5 O
- The high school business library. H. G. Enterline. Amer Bus Ed 9: 196-99 My
- How to do your shorthand homework. Bus Tchr 30: 128-29 F
- How to prepare and use posters in the teaching of typewriting. Edward T. Burda. UBEA Forum 8: 27-28 N
- How to use a drill book. John L. Rowe. Bus Tchr 30: 228-29, 232 My-Je
- Individualizing instruction in distributive occupations with periodicals. Robert T. Stickler. UBEA Forum 7: 33-34, 40 Ap
- The role of television in teaching transcription. Eugenia Moseley. UBEA Forum 8: 23-24, 40 O
- Shorthand dictation tapes. Anthony Lanza. J Bus Ed 28: 207 F
- Shorthand teaching aids for adult evening classes. Rodney G. Wessman. UBEA Forum 8: 33-34 O
- Tape recording in business education. Louis A. Leslie. Minnesota Mining and Manufacturing Company. 67 p
- Teaching aids. Jane F. White. See issues Bus Ed World
- Textbooks. John N. Myer. J Bus Ed 28: 245 Mr
- The use of a tape recorder in beginning typewriting. James M. Baugher. Typ News 23: 2, 6
- We have an assistant teacher in our shorthand classroom. Lura Lynn Straub. Bus Ed World 33: 449-50 My
- TEAGUE, Coss F. L.**
- A study of business education programs in the separate secondary schools in Tennessee. Tennessee A. and I. State College, M.S. thesis '51

TEITGEN, John L.

A follow-up study of the business education graduates of Whitewater state teachers college, 1945-50, with particular emphasis on factors affecting the adjustment to the initial teaching position. State University of Iowa, M.A. thesis '52

TENO, Doris C.

Standards for elementary shorthand at Lycoming college. Pennsylvania State College, M.Ed. thesis '52

A survey of the graduates of the secretarial science department of Lycoming college from 1929-1951. Pennsylvania State College, M.Ed. thesis '52

TESTING

Adapt your speed tests to the needs of your shorthand class. Delmar E. Carnes. Bal Sheet 35: 152-53, 157 D

Bookkeeping tests. M. Herbert Freeman and Gilbert Kahn. Bus Tchr 30: 155-56 Mr
Eliminating students' gripes through fair evaluation. Harm Harms. UBEA Forum 8: 35-37 D

A first-year typewriting examination. Joseph J. Murray. Bal Sheet 35: 178 D

Group evaluation of learning. Dorothy Marie Watson. Amer Bus Ed Y 143-58

Predicting success in elementary accounting. O. R. Hendrix. J Ap Psychol 37: 75-77 Ap

Prognosis of success in clerical work. Edward M. Samuels. CEA 80-83

Ranking and grading the shorthand class. Edith H. Huggard. UBEA Forum 7: 25, 32 Ja

The "rate test" as a standard for the measurement of proficiency on the key-driven calculator. Juanita Carter. UBEA Forum 8: 31-32 N

Shorthand speed tests. See issues Bus Tchr
Significance of n b e test results. Harold E. Cowan. Amer Bus Ed 9: 168-70, 172 Mr

Standardized testing in business education. Sherman N. Tinkelman and William A. Lyons. J Bus Ed 28: 339-41 My

A study to determine the predictive value of the Detroit clerical aptitudes examination. Fred S. Cook. J Bus Ed 29: 128 D

A summary of research studies in prognostic testing. Simon A. Duchan. CEA 84-89

Survey on methods of testing in teaching typewriting. Bus Sch Exec 9: 124 D

Testing for vocational competency in business education. John E. Whitcraft. UBEA Forum 7: 43-44 Mr

Uniform certified public accountant examination, May, 1953, J Accy 95: 747-64 Je

Use objective "tests" to stimulate good discussion. Natalie Kneeland and Louise Bernard. Bus Ed World 33: 499-500 Je

THOMAS, Archie C.

Go after what you need in your typing laboratory. Bus Ed World 34: 7-8, 33 D

THOMAS, Viola L.

Let's use the flannel board. UBEA Forum 7: 20-21 Ap

Sources of training materials for the distributive occupations. UBEA Forum 7: 29-30 Ja

THOMPSON, James M.

See Fehrenbacher, Albert W.

THURSTON, John B.

See Lamperti, Frank

TINKELMAN, Sherman N. and William A. Lyons
Standardized testing in business education. J Bus Ed 28: 339-41 My

TOLL, Lewis R.

Projecting visual aids. UBEA Forum 7: 5 Ja

TONK, Berdella

A comparison of the teaching loads of business teachers with academic teachers' loads in secondary school. Ohio State University, M.A. thesis '52

TONNE, Herbert A.

A brief overview of business education in the United States. N Bus Ed Q 21: 24-26 O '52

A classroom study of arithmetic ability. J Bus Ed 28: 149-51 Ja

The economic trend in business education. J Bus Ed 28: 183, 190 F

Evaluation in the social business subjects. UBEA Forum 7: 9-10 Mr

Nature and present characteristics of individual instruction. Amer Bus Ed Y 251-57

Teaching merchandising adjustment and closing entries. J Bus Ed 29: 109-10, 124 D

Three cheers for McCargo! J Bus Ed 28: 286-87 Ap

TORREBLANCA, Ildefonso

See Gregg, John Robert

TOTTEN, Florence

One year of typing in eight summer weeks. Bus Ed World 34: 38-39 O

TOTTY, Samuella V.

An inservice business education curriculum for small business managers. N Bus Ed Q 21: 12-20 Mr

TRACY, Beatrice Kell

See Murphy, Ira A.

TRAKEL, Florence

The cooperative office training program—benefits derived and difficulties encountered. UBEA Forum 7: 37-38 Ap

TRANSCRIPTION

The blind can erase. Don White. Bal Sheet 35: 8-9 S

A comprehensive analysis of current transcription practices in business firms. Irol Whitmore Balsley. J Bus Ed 28: 298 Ap

"Context clues"—a typing device for pretranscription training. Jordan Hale. Bus Ed World 33: 282-83, 303 F

Frequency of brief forms and their derivatives in Gregg transcription simplified. Martha Maas. University of Tennessee, M.S. thesis '52

The frequency of principles and abbreviating devices in Gregg transcription simplified. Alma Ruth Montgomery. University of Tennessee, M.S. thesis '52

How I build skill in transcription. Rosalyn R. Shostak. Bus Tchr 30: 159-61 Mr

How to type a "talking table." Seymour Rosen and Adrienne Frosch. Today's Sec 55: 288-89 F

My favorite device for transcription. Marion E. Fosdick. Bus Ed World 33: 509 Je

My favorite devices for teaching transcrip-

TRANSCRIPTION (*continued*)

- tion. Robert E. Bell. *Bus Ed World* 34: 35-36 O
- Problems of teachers of transcription and secretarial practice. *Amer Bus Ed* 10: 85-86 D
- The role of television in teaching transcription. Eugenia Moseley. *UBEA Forum* 8: 23-24, 40 O
- Shorthand, transcription, secretarial practice. Estelle L. Popham. *Amer Bus Ed* 9: 263-67 My
- Shorthand transcription—the work of the typewriting department. Eleanor Skimin. *UBEA Forum* 8: 11-14 O
- Standards and grading in transcription. Ruth I. Anderson. *UBEA Forum* 8: 20-22 O
- A study of the achievement of shorthand transcription students in separate and in integrated courses. Malinda Hilbert. State University of Iowa, M.A. thesis '52
- Transcribing machines: a program for improving instruction on them. George W. Madison. *Bus Ed World* 34: 25-27 O
- Transcribing machines: for shorthand practice. Rida Duckwall. *Bus Ed World* 34: 27-29 O
- Transcribing speed practice. *See* issues Today's Sec
- Transcription—early or late. Helen Reynolds and Margaret H. Ely. *UBEA Forum* 8: 14-16 O
- Transcription factors and procedures. Irene Place. *UBEA Forum* 8: 17-19, 41 O
- Transcription—self-taught. Audra L. Roberts. *UBEA Forum* 7: 29, 39 Mr
- Transcription—the proving ground. David M. Brown. *Bus Tchr* 30: 196-97 Ap
- TRAVIS, Dorothy L.
- The business educator and pupil-teacher relationships: enjoyments and satisfactions. *N Bus Ed Q* 21: 11-13 D '52
- TRAWEEK, Stella
- Let's go modern—with machines. *J Bus Ed* 29: 65-66 N
- TREAT, Crawford A.
- The business school student answers some questions. *Bus Sch Exec* 9: 68-70 Je
- Enrollment ideas other schools have used. *Bus Sch Exec* 9: 80-82, 103 S
- The round table. *See* issues *Bus Tchr*
- Why they come to the business colleges. *Bus Tchr* 31: 12-13, 20 D-Ja
- See also* Boling, Clem
- TREESE, Raymond J.
- Resume of the seminar on business education. *Cath Bus Ed R* 4: 66-69 F
- TROELSTRUP, Arch W.
- Consumer problems—a basic course. *UBEA Forum* 7: 13-15, 23 Mr
- TRUMPER, Elizabeth F.
- Are you a good secretary? Do you look like a good secretary? Today's Sec 55: 401 Ap
- So you get the job—what then? Today's Sec 55: 458, 480 My
- When the boss takes a trip. Today's Sec 56: 17-20 N
- TRUNT, Francis J.
- Classroom projection techniques. *Amer Bus Ed Y* 190-207

TRUNT, Francis J. (*continued*)

- Learning through observation. *Bus Ed Observer* 24: 28-29 F
- TRYTTEN, John M.
- The business educator and professional relationships: enjoyments and satisfactions. *N Bus Ed Q* 21: 18-21 D '52
- Cooperative action in business teacher education. *UBEA Forum* 7: 4-5 Mr
- TUCHFELD, Lorraine
- Shorthand instruction in the private business school. *Amer Bus Ed Y* 330-33
- TUCKER, W. L.
- English for the business student. *VBE Bul* 7: 11-13 Mr
- TURSE, Paul L.
- Better training, selection, and placement through measurement of clerical aptitudes. *Bal Sheet* 35: 54-58 O
- TYPEWRITING
- An analysis of clerical business typing papers and forms for the improvement of instructional materials. Vern A. Frisch. New York University, Ed.D. thesis
- An analysis of the business use of electric typewriters in the San Joaquin valley. Gervase A. Eckenrod. Fresno State College, '52
- An analysis of the literature on motivation in typewriting. Bernice E. Edwards. Boston University, Ed.M. thesis '52
- An analysis of the literature on motivation in typewriting. Horace W. Bamford. Boston University, Ed.M. thesis '52
- Another artyped alphabet. Howard Rothacker. Today's Sec 56: 44 O; 41 D
- Another simplified keyboard. A. A. Schlichting. *Bus Ed World* 34: 11 D
- Are you a Miss (or Mr.) type-right? Florence Elaine Ulrich. Today's Sec 55: 297-98 F
- Are you an inspiring typing teacher? Jean Johnston. *Bal Sheet* 34: 252-54, 256 F
- Artyping. Julius Nelson. *See* issues *J Bus Ed*
- Awards in typewriting. *Bus Tchr* 30: 123-24 F
- The blind can erase. Don White. *Bal Sheet* 35: 8-9 S
- Building basic typing skill. Leonard J. West. *Sec Studies in Action* 6: 2, 7 O
- Can personalized typing be taught effectively. D. Gene Schramm. *N Mex Bus Ed* 14: 2-3 My
- Care of the typewriter. Marietta Cain. *Bus Tchr* 31: 10 N
- A comparative study to determine the most efficient method of teaching typewriting to one-handed typists. Mable Clair Swinney. North Texas State College, M.B.A. thesis '52
- A comparison of national business entrance typewriting scores between competent employees of Las Vegas, Nevada, and first- and second-year typewriting students of the high school. Jess Lee. Colorado State College of Education, M.A. thesis '52
- Competent typist tests. *See* issues Today's Sec
- "Context clues"—a typing device for pretranscription training. Jordan Hale. *Bus Ed World* 33: 282-83, 303 F

TYPEWRITING (continued)

A criterion for allowing students to elect typewriting as an extra subject. Anne Holtham. Pennsylvania State College, M.Ed. thesis '52

The D-A approach to teaching business letters. Gerald Cresci. Typ News 23: 6

Developing number writing skill. Marion Corey and Edwin Weber. UBEA Forum 8: 12-13 N

Difficulty quotient for typewriting copy? Mildred Witten. VBE Bul 7: 3-4 Mr

Do you have an ideal typewriting classroom? Dorothea Chandler and D. W. Feller. UBEA Forum 7: 30-31 Mr

Does music training aid typing? Sylvia A. Berns. Bus Ed World 33: 293 F

Dynamic influences in the development of number writing skill. T. James Crawford. UBEA Forum 8: 9-11 N

The electric typewriter in the classroom. Stella Willins. T S Bus Ed 31-38 N

Electric typewriters help create enthusiasm and produce results. Evelyn F. Kronenwetter. UBEA Forum 8: 24-26 D

Electric typewriting experiment in Newark. Evelyn Stevens and Anthony Jannone. Bus Ed Observer 24: 16-18 F

Erasing—a verbatim script. Rosalyn R. Shostak. Bus Ed World 33: 443-44 My

Establishing production rates for typewriting. Mary Margaret Brady. J Bus Ed 28: 158-60 Ja

An experiment in speed vs. accuracy in the teaching of typewriting. Stanley L. Nelson, University of Minnesota, M.S. thesis '52

An experiment in teaching typewriting by the touch method to fourth and fifth grade students. Robert Balthaser. Ohio State University, M.A. thesis '52

An experiment to determine the effect of previewing timed writing material on speed and accuracy in beginning vocational typewriting. Doris T. Lynch. Boston University, Ed.M. thesis '52

An experimental study of the finger-reach and pipe-organ methods of teaching the top row keys of the typewriter. Jean Naberhuis. University of Tennessee, M.S. thesis '52

"Eyes right." Jack Grossman. Sec Studies in Action 1, 5-7 Mr

The first lesson in typewriting—when you use electric machines. Marion Wood. Bus Ed World 34: 23-24 N

The first two weeks of typewriting. Carlos K. Hayden. Bal Sheet 34: 292-95, 306 Mr

A first-year typewriting examination. Joseph J. Murray. Bal Sheet 35: 178 D

A follow-up study of the graduates who have studied shorthand and typewriting in the Douglass (Illinois) high school from 1939 to 1951. Agnes Holt Williams. Ball State Teachers College, M.A. thesis '52

Follow-up study to determine the extent to which the pupils at Washington junior high school, Pontiac, Michigan, had used their personal use typewriting. Margaret Nielsen. University of Wisconsin, M.S. thesis '52

TYPEWRITING (continued)

For typing speed with accuracy. Kay Casadei. Bus Ed World 33: 342 Mr

Go after what you need in your typing laboratory. Archie C. Thomas. Bus Ed World 34: 7-8, 33 D

Gregg typing, new series, advanced course. John L. Rowe and Alan C. Lloyd. Gregg. 136 p \$1.96

Gregg typing, new series, complete course. John L. Rowe and Alan C. Lloyd. Gregg. 340 p \$2.72

Gregg typing, new series, one-year course. John L. Rowe and Alan C. Lloyd. Gregg. 214 p \$2.28

Guide marks on letterhead stationery. Irol Whitmore Balsley. Bal Sheet 35: 105-109 N

A hospital typewriting program. Eula Williams Griffith. Typ News 23: 3

How I teach the ribbon change. Sara L. Barrord. Bus Ed World 34: 25, 31 N

How to organize an electric typing clinic. Kenneth Zimmer. Bus Ed World 33: 501, 517 Je

How to prepare and use posters in the teaching of typewriting. Edward T. Burda. UBEA Forum 8: 27-28 N

How to type a "talking table." Seymour Rosen and Adrienne Frosch. Today's Sec 55: 288-89 F

How to use a drill book. John L. Rowe. Bus Tchr 30: 228-29, 232 My-Je

How we combined advanced typing with office machines. Frank M. Hveem. Bus Ed World 33: 382-83 Ap

Ideal audio-visual equipment for typewriting. E. Dana Gibson. UBEA Forum 8: 15-18 N

Individualizing typewriting instruction. Ann L. Eckersley. Beacons on Bus Ed 7-8 My

Is the letter-placement table really necessary? Ruth Gordon Batchelor. Bus Ed World 33: 502-503 Je

Junior high school typewriting is effective. DeWayne C. Cuthbertson. N Bus Ed Q 22: 37-39 O

Just another school year? Frederick G. Nichols. J Bus Ed 29: 9, 33 O

Keeping typing books in good condition. Wendell J. Heintzman. Typ News 23: 7

Left- and right-hand word typing drills. Fred E. Winger. J Bus Ed 28: 189-90 F

Lesson planning for the typewriting class. Jack Grossman. Typ News 23: 1-2

Lettered versus blank typewriter keyboards. Harves Rahe. Bus Ed World 33: 435-38, 459 My

Marked keys help physically handicapped students type with one hand. Florence Relihan. Typ News 23: 3

Meeting administrative and curriculum problems in typewriting. LeRoy A. Brendel. N. Bus Ed Q 22: 5-12 O

Methods of teaching typing simplified. Louis A. Leslie and Philip S. Pepe. American Book. 104 p \$6.00

Mind sets toward speed and accuracy in a skill building program in elementary typewriting. Leonard West. Columbia University, Ph.D. thesis

TYPEWRITING (continued)

- Motivating stimuli in typing. William Don Francis. *Typ News* 23: 4, 7
- "Now is the time." Elizabeth T. Van Derveer. *Bus Ed Observer* 24: 33 My
- One year of typing in eight summer weeks. Florence Totten. *Bus Ed World* 34: 38-39 O
- Painless, and pleasant. Margaret M. Brown. *Bus Ed Observer* 24: 8 My
- Personal typewriting—a follow-up study. Ruth Cordle. Woman's College of the University of North Carolina, M.S. thesis '52
- Personal typing in 24 hours, second ed. Philip S. Pepe. Gregg, 64 p \$1.80
- Problems of beginning typewriting students. Lorna R. Berg. CEA 129-46
- Problems of typewriting teachers. *Amer Bus Ed* 10: 86-88 D
- Professionalization of subject matter in typewriting. Eileen T. Costello. *Bal Sheet* 34: 343-44 Ap
- A proposed course of study to combine shorthand II and typewriting II into one secretarial training class in the small high school. Gloria Gray Zajicek. State University of Iowa, M.A. thesis '52
- Reference books—a primary need for the modern typewriting classroom. Sister M. Alexius Wagner. *UBEA Forum* 7: 26 Ja
- The relation between stroke intensity and difficulty in typewriting copy. Virginia Brown. Virginia Polytechnic Institute, M.S. thesis '52
- The relation between syllabic stroke intensity and typewritability. Mildred C. Lingerfelt. M.S. thesis '52
- The relationship between syllabic intensity and difficulty in typewriting copy. Mildred Andra Witten. Virginia Polytechnic Institute, M.S. thesis '52
- The relationship between the per cent of frequency used words and difficulty in typewriting copy. Jeraldine Morris. Virginia Polytechnic Institute, M.S. thesis '52
- Remedial instruction in typewriting. John L. Rowe. *J Bus Ed* 28: 231-33 Mr; 277-78 Ap; 318-20 My
- Remington standard has new margin arrangement. *Bus Ed World* 34: 9 N
- Report on electric and manual typewriting. William G. Savage. *J Bus Ed* 29: 111-12 D
- Rowe college typing. Charles Reigner and John Gress. Rowe, 256 p \$2.56
- The self measurement drills. J. A. McFadden. *Typ News* 23: 8
- Shorthand transcription—the work of the typewriting department. Eleanor Skimin. *UBEA Forum* 8: 11-14 O
- Storage of supplies for the typewriting classroom. Juanita E. Carter. *UBEA Forum* 7: 30, 39 Ap
- A study of relationships between achievement of stenographers and typists on the national business entrance tests and their performance in beginning positions. John Howard Nelson. *J Bus Ed* 28: 249 Mr
- A study of the deficiencies found in typewriting in civil service examinations. Frances A. Rasch. University of Michigan, M.A. thesis '52

TYPEWRITING (continued)

- A study of the relationship between straight-copy rates and production rates in college typewriting (University of Tennessee). Charles Peterson. University of Tennessee, M.S. thesis '52
- A study of the use of the line-a-time in first year typing classes. Alma Stace. University of Michigan, M.A. thesis '52
- A survey of credit recommended for typewriting in the public high schools in the United States. Marion Canright. Ohio State University, M.A. thesis '52
- Survey on methods of testing in teaching typewriting. *Bus Sch Exec* 9: 124 D
- A survey of the use of audio-visual aids in typewriting in the state of North Dakota. Adolph E. Beich. University of North Dakota, M.S. in Ed. thesis '52
- Teachers can make minor typewriter repairs. Albert W. Fehrenbacher and James M. Thompson. *Bal Sheet* 34: 211-12 Ja
- The teaching of typing on the word level. John L. Zimka. *Typ News* 23: 1, 7
- Teaching the use of electric and manual typewriters in the same class. Marion Wood. *UBEA Forum* 8: 24, 28 N
- Teaching typing to individuals. Russell S. Burkhart. *Ball State C J* 24: 6-8 F
- Technical lesson plan for the manual typewriter. W. C. Maxwell. *J Bus Ed* 29: 62-64 N
- Thermometer incentive. Helen Yacuk. *Typ News* 23, 6
- Too much emphasis on speed. Jimmie King, Jr. *J Bus Ed* 29: 139 D
- Type yourself a picture. Beth Miesse. *Tex Outl* 37: 20-21 My
- Typewriter mystery. Julius Nelson. *See issues J Bus Ed*
- A typewriter repair chart. Delphine Lynch. *UBEA Forum* 8: 29 D
- Typewriting. Harold H. Smith. *See issues Bus Tch*
- Typewriting for adults in a metropolitan night school: case studies of four typical students. Opal H. DeLancey. *Bus Ed World* 33: 375-78 Ap
- Typewriting for adults in a metropolitan night school: electric versus manuals. Opal H. DeLancey. *Bus Ed World* 33: 330-31, 345 Mr
- Typewriting in the junior high school. H. S. Konvolinka. *UBEA Forum* 7: 32, 36 My
- Typewriting is important in the general clerical course. Mary Ellen Oliverio. *UBEA Forum* 7: 30, 38 F
- The typewriting library. Harves Rahe. *Amer Bus Ed* 9: 268-73 My
- Typewriting numbers in clerical practice. Marian Heinen. *UBEA Forum* 8: 13-14 N
- A typewriting-rate survey. W. C. Maxwell. *J Bus Ed* 29: 17-19 O
- Typewriting room. CEA 184-85
- A typing club in junior high school can be functional. John E. Szabo. *Bal Sheet* 34: 391-92 My
- Typing designs. Howard Rothacker. *Today's Sec* 55: 521 Je
- Typing high. Ann Mereness. *Today's Sec* 56: 18 D

TYPEWRITING (continued)

- Typing simplified, encyclical ed. Louis A. Leslie and Philip S. Pepe. American Book. 272 p \$2.40
- Typing speed builder. Charles Reigner. Rowe. 64 p \$1.68
- Typing techniques. Margaret Hamma Dillmore, Grace Phelan, Marian Wigand, and G. M. Moodie. Amer Bus Ed 9: 152-56 Mr
- Typing with one hand—a challenge. Frances Maxwell. Typ News 23: 1, 8
- The use of a tape recorder in beginning typewriting. James M. Baugher. Typ News 23: 2, 6
- The use of the typewriter in selected offices in Knoxville, Tennessee. Virginia Hussey. University of Tennessee, M.S. Thesis '52
- Verbally induced sets toward speed and accuracy in elementary typewriting. Leonard Jordan West. N Bus Ed Q 21: 46-55 Mr
- We made our own "lift boxes." Muriel Erion. Bus Ed World 33: 327 Mr
- What about junior high school typewriting? Margaret E. Andrews. UBEA Forum 8: 30, 41 O
- Why not teach individualized typewriting in high school? Donald M. Albanito. Bal Sheet 34: 345-46, 354 Ap
- Wiring plan for electric typewriters. Bus Ed World 33: 229 Ja
- Wiring plan for electric typewriters. Evelyn F. Kronenwetter. Bus Ed World 33: 497-98 Je
- Workbook for Rowe college typing. Charles Reigner and John Gress. Rowe. 192 p \$1.04

U

ULRICH, Florence Elaine

- Are you a Miss (or Mr.) type-right? Today's Sec 55: 297-98 F
- Bookkeeping awards. Bus Tchr 30: 157-58 Mr
- Getting fun out of shorthand. Today's Sec 55: 463-64 My
- How well do you write shorthand? Today's Sec 55: 247-48 Ja

UNITED business education association

- The associations united for better business education. See issues UBEA Forum
- Constitution and by-laws, united business education association. UBEA Forum 8: 41-42 D
- Getting together on researches. Bus Ed World 34: 29 D
- Joint committee on research. Bal Sheet 35: 114-15 N
- Report of the UBEA research foundation study on work experience in business education. Jessie Graham and Claude Owen. N Bus Ed Q 21: 56-71 Mr
- Your research foundation in action. H. G. Enterline. UBEA Forum 7: 3-4 Ja
- UBEA divisions provide a continuing program of action for the profession. Hollis Guy. N Bus Ed Q 22: 2-4 O

UNRUH, Adolph and Leslie Wehling

- Business education in student activities. School Activities 24: 283-85 My

UPTON, Miller

See Howard, Bion B.

V

VAALER, Hulda

Play office—teach shorthand and secretarial procedures. UBEA Forum 8: 23, 38 D

VAN DERVEER, Elizabeth T.

Bring the community into the classroom. J Bus Ed 28: 315, 322 My

The job instruction sheet in individual instruction. Amer Bus Ed Y 258-81

"Now is the time." Bus Ed Observer 24: 33 My

Patterns of performance for the most frequent duties of beginning clerical employees. J Bus Ed 28: 206 F

VAN GORDER, H. F.

A scientific approach to clerical cost control. UBEA Forum 7: 19-22 My

VAN HOOK, Victor Lee

A comparison of studies of status and trends in general business in the high schools of Arkansas, Kansas, Missouri, and Oklahoma. Oklahoma A. and M. College, M.S. thesis '52

VAN PELT, John V.

Reasons why the accounting profession should encourage a broader utilization of lido. J Accy 96: 452-59 O

VAN VONDEREN, Jeannette

A study of the results of a spelling test administered to eighth grade students, high school seniors, and adults. University of Wisconsin, M.S. thesis '52

VEON, Dorothy H.

Business education in the junior colleges. N Bus Ed Q 21: 26-28 O '52

A secretary in a large law firm. J Bus Ed 28: 194-96 F

Using a reading inventory in elementary shorthand. UBEA Forum 7: 31, 43 My

VISUAL aids

Bibliography of film and filmstrip sources for business education. Dwight R. Crum. UBEA Forum 7: 19-23 Ja

Book and visual reviews. See issues Cath Bus Ed R

Effectiveness of film strips in teaching economics. Anthony Stampolis. Education 74: 115-20 O

An evaluation of free nonprojected visual aids for use in teaching general business. Arthur G. Skandalis. Boston University, Ed.M. thesis '52

An evaluation of free nonprojected visual aids for use in teaching transportation. Waldren P. Lojko. Boston University, Ed.M. thesis '52

Filmstrips in business education. Clifford Ettinger. UBEA Forum 7: 14-16 Ja

Let's use the flannel board. Viola L. Thomas. UBEA Forum 7: 20-21 Ap

Non-projection techniques. Irene C. Hypps. Amer Bus Ed Y 229-40

Non-projection techniques. William B. Logan. Amer Bus Ed Y 208-28

Photography, an aid to the business teacher. Fred Zaharee. UBEA Forum 8: 29-30 D

Projected still pictures in the teaching of

VISUAL aids (continued)

- accounting. Andrew D. Braden. Coll N & V 6: 21-25 Mr
 Using the opaque projector in business education. Brother Philip Harris. UBEA Forum 7: 12-14 Ja
 Visual aids and reading references on business careers. Monograph 84, South-Western Publishing Company. Ag, 16 p
 Visual aids for business and economic education. See issues Bal Sheet
 Visual aids worth seeing. See issues Coll N & V

W

- WAAGE, Thomas O.
 Money and banking in the United States. N Bus Ed Q 21: 51-59 O '52
 WAESCHE, Mary E.
 See Kirk, John G.
 WAGNER, Sara K.
 Expanding facilities in the business education department, Lebanon senior high school, Lebanon, Pennsylvania. Pennsylvania State College, M.Ed. thesis '52
 WAGNER, Sister M. Alexius
 Reference books—a primary need for the modern typewriting classroom. UBEA Forum 7: 26 Ja
 WAKEFIELD, George P.
 Comfortable seeing in your classroom. Bus Ed World 33: 321-22 Mr
 WALKER, Arthur L.
 Some major aspects of state supervision of business education. N Bus Ed Q 21: 8-14 My
 Who speaks for business education? Bal Sheet 35: 3 S
 —J. Kenneth Roach, and J. Marshall Hanna
 How to use adding and calculating machines. Gregg. 250 p \$2.48
 WALKER, Erwin W.
 A study of the duties and requirements of office workers in Independence, Missouri. State University of Iowa, M.A. thesis '52
 WALKER, Milton W.
 See O'Shell, Curtis H.
 WALLACE, Dorothea Mae
 A follow-up study of the Crawford community high school graduates, Arma, Kansas, from 1945 through 1951. Kansas (Pittsburg) State Teachers College, M.S. thesis '52
 WALLACE, R. F.
 Practical training in merit rating. Coll N & V 6: 5-7 My
 WALLER, Alfred E.
 Developing and recognizing the employable personality. CEA 71-76
 WALTER, Sister Mary
 What management expects from the employee. Cath Sch J 53: 185-86 Je
 WALTERS, R. G. and John W. Wingate
 Fundamentals of selling, sixth ed. South-Western. 634 p \$2.72
 WALTERS, R. G. and Lawrence Alfred Lansner
 Participating in sociodrama. Amer Bus Ed Y 92-111
 WARD, Ruth B.
 See Jensen, Junne W.

WARING, Archie

- Teach the whys of bookkeeping. News Bul Mich BEA 18: 8-9 F

WARMKE, Roman F.

- Guide for the use of the coordinator and the employer for determining suitable schedules of experience for student trainees in the co-operative part-time distributive education program. University of Minnesota, M.A. thesis '52

WARREN, Roselle

- Business education at Bernalillo high school. N Mex Bus Ed 14: 16 Ap

WATERMAN, Helen

- What it's like to be a legal secretary. Today's Sec 55: 337-38 Mr
 What it's like to be secretary to a traffic manager. Today's Sec 56: 17-18 O

WATSON, Dorothy Marie

- Group evaluation of learning. Amer Bus Ed Y 143-58

WAYNE, William C.

- A survey of the extra-curricular activities of the business education majors graduating in 1953 from the Delaware county (Indiana) high schools. Ball State Teachers College, M.A. thesis

WEBER, Edwin

- See Corey, Marion

WEHLING, Leslie

- See Unruh, Adolph

WEISBROD, H.

- Business education and public relations. Wis J Ed 86: 17-18 N

WELLMAN, Richard C.

- Individual instruction in bookkeeping. Amer Bus Ed Y 319-20

WELLS, O. V.

- Agriculture in the economy of America. N Bus Ed Q 21: 78-85 O '52

WERNITZ, William W.

- The resurgence of the balance-sheet as a useful element in financial analysis. J Accy 96: 555-69 N

WESSMAN, Rodney G.

- Shorthand teaching aids for adult evening classes. UBEA Forum 8: 33-34 O

WEST, Leonard J.

- Building basic typing skill. Sec Studies in Action 6: 2, 7 O

- Mind sets toward speed and accuracy in a skill building program in elementary typewriting. Columbia University, Ph.D. thesis
 Verbally induced sets toward speed and accuracy in elementary typewriting. N Bus Ed Q 21: 46-55 Mr

WHALE, Leslie J.

- Some activities of a supervisor of business education. N Bus Ed Q 21: 22-25, 38 My

WHEELER, Harriet R.

- Enriching arithmetic with films and filmstrips. Bus Ed World 33: 335-36, 347 Mr

WHELAND, Howard E.

- See Polishook, William M.

WHITCOMB, Helen

- They didn't get the job. Today's Sec 55: 469 My

WHITCRAFT, John E.

- Testing for vocational competency in business education. UBEA Forum 7: 43-44 Mr

- WHITE, Don**
The blind can erase. *Bal Sheet* 35: 8-9 S
- WHITE, Jane F.**
Teaching aids. *See* issues *Bus Ed World*
- WHITE, Jerry**
The boss's desk. *Today's Sec* 55: 240-41 Ja
- WIDEMAN, Anthony R.**
The boss needs training, too. *Bal Sheet* 34: 352-53 Ap
- WIECZOREK, Dorothy J.**
We asked for an inch. *J Bus Ed* 29: 117-18, 124 D
- WIGAND, Marian**
See Dilmore, Margaret Hamma
- WILDE, E. Irving**
Deficiencies in business understandings. *J Bus Ed* 28: 191-93 F
- WILLET, Kenneth B.**
We worked together. *Bus Ed World* 34: 7-8 N
- WILLIAMS, Agnes Holt**
A follow-up study of the graduates who have studied shorthand and typewriting in the Douglass (Illinois) high school from 1939 to 1951. *Ball State Teachers College, M.A. thesis '52*
- WILLIAMS, Nina**
A follow-up study of graduates of DuPont high school (Old Hickory, Tennessee). *University of Tennessee, M.S. thesis '52*
- WILLIAMS, Rae C.**
32 Years in d.e. *Bus Ed World* 33: 238 Ja
- WILLIAMS, W. and C. Kowal**
Studying and measuring common basic office operations to determine qualifications for effective job performance. *UBEA Forum* 7: 15-18 My
- WILLINS, Stella**
The electric typewriter in the classroom. *T S Bus Ed* 31-38 N
Royal's new "magic tab." *Bus Ed World* 34: 10-11 S
- WILSING, Weston C.**
Business in business education. *Bal Sheet* 35: 147 D
- WILSON, W. Harmon**
An overview of visual air projections. *UBEA Forum* 7: 7-9, 23 Ja
There will always be private business schools. *Bus Sch Exec* 9: 43-45 Je
- WINGATE, Isabel B., Karen R. Gillespie, and Betty G. Addison**
Know your merchandise, second rev. ed. McGraw-Hill. 736 p \$4.20
- WINGATE, John W.**
Training for retailing in secondary schools and colleges. *N Bus Ed Q* 21: 40-42 O '52
See also Walters, R. G.
- WINGER, Fred E.**
Left- and right-hand word typing drills. *J Bus Ed* 28: 189-90 F
The overhead projector in business education. *UBEA Forum* 7: 9-11 Ja
- WINK, Minnie**
Ways to land a summer job. *Bus Ed World* 33: 455 My
- WISCH, Clemens T.**
Effective salesmanship. *Bal Sheet* 35: 158, 163 D
- WISNEFSKE, Chester H.**
Why teach consumer education in our secondary schools? *UBEA Forum* 8: 30, 32 N
- WITHEROW, Mary E.**
A follow-up study of the Unionville (Missouri) high school graduates with business education training for the years 1948-1950. *State University of Iowa, M.A. thesis '52*
- WITTEN, Mildred Andrea**
Difficulty quotient for typewriting copy? *VBE Bul* 7: 3-4 Mr
The relationship between syllabic intensity and difficulty in typewriting copy. *Virginia Polytechnic Institute, M.S. thesis '52*
- WOELLNER, R. C.**
Gap between school and work. *School Review* 61: 317-18 S
- WOOD, M. Warren**
Trial balance error analysis unit. *J Bus Ed* 28: 234-36 Mr
- WOOD, Marion**
The first lesson in typewriting—when you use electric machines. *Bus Ed World* 34: 23-24 N
Teaching the use of electric and manual typewriters in the same class. *UBEA Forum* 8: 24, 28 N
- WOODWARD, Theodore**
Membership is an important part of the centennial action program. *UBEA Forum* 7: 5-6 My
Picking a summer school. *Bus Ed World* 33: 391-92 Ap
Promotion policies and job sequences for office workers in selected types of business. *J Bus Ed* 29: 128 D
School-year resolutions for business teachers. *UBEA Forum* 8: 9 O
Teaching tips. *See* issues *Amer Bus Ed*
- WORK EXPERIENCE**
An evaluation of business experience for business teachers by school administrators, teachers of business subjects, and directors of teacher-training programs. Charles O. Nelson. *State University of Iowa, M.A. thesis '52*
Learning on the job. *Clare E. Lewis. UBEA Forum* 7: 35-36 Mr
Long ago. *Frederick G. Nichols. J Bus Ed* 28: 316 My
Maintain educational standards in your vocational cooperative work-experience program. *Lloyd V. Douglas. UBEA Forum* 7: 37 Mr
Report of the UBEA research foundation study on work experience in business education. *Jessie Graham and Claude Owen. N Bus Ed Q* 21: 56-71 Mr
Responsibilities of a local supervisor for a cooperative work program in distributive education. *Margaret Elam. N Bus Ed Q* 21: 26-30 My
A study of work-experience programs in business education as offered in the public secondary schools of Iowa, 1951-1952, in towns of 2000 or more population. *Lu-Vella Steuck. State University of Iowa, M.A. thesis '52*
A study to determine the extent to which unsupervised part-time work experience after school affects the grades of business

WORK EXPERIENCE (*continued*)

- students. Harry Poock. Boston University, Ed.M. thesis '52
- A survey of some of the literature on work experience. Leger Morrison. CEA 110-28
- A survey of work experience programs in Pennsylvania. Margaret E. McCern. Pennsylvania State College, M.Ed. thesis '52
- The value of business experience to business education teachers. Wendell Allen Moore. Ball State Teachers College, M.A. thesis '52
- Vicarious enjoyment of the summer work experience. News Bul Mich BEA 18: 13-14 F
- Ways to land a summer job. Minnie Wink. Bus Ed World 33: 455 My
- Work experience. Frederick G. Nichols. J Bus Ed 28: 184 F
- Work experience—a must. Elverton A. Ford. Bal Sheet 34: 196-99 Ja
- WREN, D. P.
Memo to the school board. Am Sch Bd J 127: 122 JI
- WRIGHT, Mary Elizabeth
Do you act like a good secretary? Today's Sec 55: 404 Ap
See also Rice, Louis A.
- WYLIE, Harry and Robert Brecht
Office organization and management. Prentice-Hall. 544 p \$8.65

Y

- YACUK, Helen
Thermometer incentive. Typ News 23: 6
- YALE, Byron C.
Five ways to improve bookkeeping instruction. UBEA Forum 7: 31-32, 34 F
- YARNELL, Lucy Mae
Office training for stenographers. J Bus Ed 29: 106-108 D

YOUNG, Robbie V.

An analysis of five business arithmetic texts. University of Tennessee, M.S. thesis '52

Z

ZACUR, Howard A.

A study of causes of drop-outs from accounting courses at the university of Miami. J Bus Ed 28: 206 F

ZAHAREE, Fred

Photography, an aid to the business teacher. UBEA Forum B: 29-30 D

ZAJICEK, Gloria Gray

A proposed course of study to combine shorthand II and typewriting II into one secretarial training class in the small high school. State University of Iowa, M.A. thesis '52

ZIEGLER, Roserita and Walter R. McConnell

A laboratory practice in junior business training. Beacons on Bus Ed 7-8, 12 Ja

ZIMKA, John L.

The teaching of typing on the word level. Typ News 23: 1, 7

ZIMMER, Kenneth

Clerical arithmetic in elementary bookkeeping. UBEA Forum 8: 16-18 D

A guide for organizing pre-service special methods instruction in business-teacher education. J Bus Ed 28: 346 My

How to organize an electric typing clinic. Bus Ed World 33: 501, 517 Je

See also Murphy, Glen E.

ZORNOW, Samuel N.

Business math for life needs. Amer Bus Ed 10: 76-81 D

ZOUBEK, Charles E.

The round table. See issues Bus Tch
See also Leslie, Louis A.

General Periodicals Indexed

- Balt Bul Ed—Baltimore Bulletin of Education. Angela M. Broening, ed. Board of School Commissioners, 3 East 25 Street, Baltimore 18, Maryland
- Ed—Education. Herbert Hackett, ed. The Palmer Company, Publishers, 349 Lincoln Street, Hingham, Massachusetts
- H Points—High Points. Henry I. Christ, ed. Board of Education, 110 Livingston Street, Brooklyn, New York
- H Sch J—The High School Journal. Samuel M. Holton, ed. School of Education, University of North Carolina, Chapel Hill, North Carolina
- J Accy—Journal of Accountancy. John L. Carey, ed. American Institute of Accountants, 270 Madison Avenue, New York 16, New York
- J Ed Soc—Journal of Educational Sociology. Dan W. Dodson, ed. Payne Educational

- Sociology Foundation, Inc., 157 West 13 Street, New York 11, New York
- J Higher Ed—The Journal of Higher Education. R. H. Eckelberry, ed. Bureau of Educational Research, Ohio State University, Columbus, Ohio
- Jun Col J—Junior College Journal. James W. Reynolds, ed. American Association of Junior Colleges, 1785 Massachusetts Avenue, N. W., Washington 6, D. C.
- N Y St Ed—New York State Education. G. Howard Goold, ed. New York State Teachers Association, 152 Washington Avenue, Albany 10, New York
- Office Exec—Office Executive. Richard R. Conarroe, ed. National Office Management Association, 132 West Chelton Avenue, Philadelphia 44, Pennsylvania
- Ohio Sch—Ohio Schools. Hobart H. Bell, ed. Ohio Education Association, 213-215 East Broad Street, Columbus 15, Ohio

Business Education Periodicals Indexed

- Amer Bus Ed—American Business Education. H. G. Enterline, ed. Joint Publication Commission of the Eastern Business Teachers Association and the National Business Teachers Association. Box 962, Newark 1, New Jersey
- Amer Bus Ed Y—American Business Education Yearbook, Vol. X, 1953: Enriched Learning in Business Education. Lloyd H. Jacobs, ed. Joint Publication Commission of the Eastern Business Teachers Association and the National Business Teachers Association. New York University Bookstore, 239 Greene Street, New York 3, New York. 470 p \$3.75
- ABWA Bul—ABWA Bulletin. C. R. Anderson, ed. The American Business Writing Association, 428 David Kinley Hall, Urbana, Illinois
- Bal Sheet—Balance Sheet. W. Harmon Wilson, ed. South-Western Publishing Company, 634 Broadway, Cincinnati 2, Ohio
- Ball State C J—Ball State Commerce Journal. M. E. Studebaker, ed. Department of Business Education, Ball State Teachers College, Muncie, Indiana
- Beacons on Bus Ed—Beacons on Business Education. Patricia Keenan, ed. Department of Business Education, Teachers College of Connecticut, New Britain, Connecticut
- Bus Ed Newsletter—Business Education Newsletter. Department of Business and Business Education, Kansas State Teachers College, Emporia, Kansas
- Bus Ed Observer—Business Education Observer. Sam Boyar, ed. New Jersey Business Education Association, West Side High School, Newark, New Jersey
- Bus Ed World—Business Education World. Alan C. Lloyd, ed. Gregg Publishing Division, McGraw-Hill Book Company, Inc., 330 West 42 Street, New York 36, New York
- Bus Sch Exec—Business School Executive. H. D. Hopkins, ed. National Association and Council of Business Schools, 601 Thirteenth Street, N. W., Washington 5, D.C.
- Bus Tchr—Business Teacher. Alan C. Lloyd, ed. Gregg Publishing Division, McGraw-Hill Book Company, Inc., 330 West 42 Street, New York 36, New York
- Cath Bus Ed R—Catholic Business Education Review. Charles B. Aziere, ed. Catholic Business Education Association, St. Benedict's College, Atchison, Kansas
- Coll N & V—Collegiate News and Views. Charles D. Sisley, ed. South-Western Publishing Company, 634 Broadway, Cincinnati 2, Ohio
- CEA—Commercial Education Association of New York and Vicinity Yearbook, 1951-1953. Developing the Employable Personality. Abraham Ellenbogen, ed. New York University Bookstore, Washington Square East, New York 3, New York. \$2. 223 p.
- Dict Ed F—Dictaphone Educational Forum. Katherine Comstock, ed. Educational Division, Dictaphone Corporation, 750 Graybar Building, New York 17, New York
- Inter R for Bus Ed—International Review for Business Education. International Society for Business Education. Samuel Schaffner, ed. Kirchlist, 59, Switzerland.
- J Bus Ed—Journal of Business Education. Elizabeth T. Van Derveer, ed. Trethway Publishing Company, Inc., 512 Brooks Building, Wilkes-Barre, Pennsylvania
- N Bus Ed Q—National Business Education Quarterly. Viola DuFrain, E. C. McGill, and Kenneth J. Hansen, eds. United Business Education Association, 1201 Sixteenth Street, N. W., Washington 6, D. C.
- N Mex Bus Ed—The New Mexico Business Educator. Lucille Sampson, ed. Business Administration and Journalism Departments, New Mexico Highlands University, Las Vegas, New Mexico
- News Bul of the MBEA—The News Bulletin of the Michigan Business Education Association. Elsie Freitag, ed. Michigan Business Education Association, Fordson High School, Dearborn, Michigan
- Sec Studies in Action—Secretarial Studies in Action. Irving J. Gold, ed. Pitman Commercial Teachers Association, 2 West 45 Street, New York 36, New York
- Today's Sec—Today's Secretary. Alan C. Lloyd, ed. Gregg Publishing Division, McGraw-Hill Book Company, Inc., 330 West 42 Street, New York 36, New York
- T S Bus Ed—Tri-State Business Educator. Wilverda Hodel, ed. Tri-State Business Education Association, 235 Collins Avenue, Pittsburgh, Pennsylvania
- Typ News—Typewriting News. H. J. Ashby, ed. South-Western Publishing Company, 634 Broadway, Cincinnati 2, Ohio
- UBEA Forum—United Business Education Association Forum. Hollis P. Guy, exec; ed. United Business Education Association, 1201 Sixteenth Street, N. W., Washington 6, D. C.
- VBE Bul—Virginia Business Education Bulletin. Business Education Service, State Department of Education, Richmond 16, Virginia

ex

of
3.
y.
ni-
st,

n.
vi-
ar

or
or
ed.

on.
ay
d-

on
nd
ess
et,

ess
d-
ts,
as

tin
ia-
ess
ol,

in
er-
et,

yd,
ill
et,

Vil-
ca-
ts-

ed.
34

ion
ed.
01
6,

in.
ent